



Title: Athletic Director

FLSA Status: Exempt

Reports to: Principal

Position Summary

The Athletic Director leads the Cristo Rey OKC Royals Athletics Program. This position serves as the primary contact for athletics with league officials, coaches, student athletes, school administration, and parents while building a program focused on sportsmanship, teamwork, skill development, and competition.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement:

- ***Mission and Vision***
 - Work with students, alumni, coaches, and parents to create a clear mission statement and set of core values for the athletic program
 - Uphold the mission of the athletic program and represent core values to stakeholders including students, parents, teachers, job partners, and donors.
 - Establish routines and traditions to reward students who uphold values of the Athletic Department such as Senior Night and End of Season Awards Banquets.
 - Pursue short and long term goals related to the growth and development of the athletic department including but not limited to strength and conditioning programs in the off season, booster program development, community outreach, and relationship building with local colleges and universities.
 - Coordinate and collaborate with Marketing and Development Manager for the creation of a clear Athletics online presence, schedule, and branding
- ***Logistics***
 - Lead the consistent revision and implementation of an Athletics Handbook that includes the mission and vision, expectations of student athletes, expectations of coaches, emergency and incident procedures, HCAA guidelines, Youth Rowing League, Esports League and all other protocols relevant to the Athletic Program.

- Hire and train coaches to develop the current sports program, ensure they are in compliance with Human Relations, Safe Environment, and Accreditation requirements.
- Expectations and ensure that programs continue to be aligned with the mission and vision of Cristo Rey OKC Athletics.
- Oversee all procedures related to athletic and academic eligibility and ensure that such procedures are aligned with the mission of Cristo Rey OKC and in compliance with handbook regulations and athletic conference -- Including but not limited to grade checks, physical opportunities on campus, coaching certifications, and paperwork compliance.
- Manage creation, confirmation, and communication of all athletic schedules.
- Help to arrange logistics for all competitions including referees, athletic trainers, scorekeepers, administrators on duty, transportation, opponent communication, and all other necessary individuals for competitions.
- Ensure consistent and thorough communication of concerns, incidents, and celebrations with administration
- ***Finances***
 - Manage the budget of the Athletics Department.
 - Maintain inventory of Athletic Equipment and create protocols for replacing and purchasing equipment in advance of and throughout sports seasons.
 - Oversee the payment of all league dues, referees, scorekeepers, and field rentals for sports seasons.
- ***Relationship Building***
 - Shows presence at practices on a regular basis to check-in on the coaches and athletes and observe team culture, practice conditions, and serve as support.
 - Facilitate conversations among athletic conference schools as well as additional local competition and be the primary point of contact for scheduling district games.
 - Build relationships with fellow conference and area Athletic Directors by attending meetings and sharing resources.

Competency Statements:

- Communicates effectively with students, families, and colleagues
- Knowledge of appropriate development and coaching strategies
- Self-Motivation and willingness to be a team player
- Leadership skills and patience for working with students of all ages
- Committed to educationally underserved students
- Strong alignment with the Cristo Rey mission and the work of Catholic schools
- Student-centered focus with dedication to pursuing educational equity

- Understand and support the mission of Cristo Rey OKC as a private, independent, Catholic School, support of the Cristo Rey Network model

Supervisory Responsibility

This role supervises all athletic coaches.

Work Environment

The job allows for the athletic director to work from home and show presence on the school campus when needed. Coordination and collaboration with Cristo Rey OKC employees are critical for success. The athletic director should be present and visible at athletic events.

Physical Demands

This is a largely sedentary role with the physical abilities below may be required.

Stand	F	Reach above shoulder	O
Walk	F	Climb	O
Sit	O	Crawl	N
Reach Outward	C	Squat/Kneel/Bend	F

Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	O
50+ lbs	N

Push/Pull

10 lbs or less	O
11-20 lbs	O
21-50 lbs	N
50+ lbs	N

N (Not Applicable)	Activity is not applicable to this occupation
O (Occasionally)	Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day)
F (Frequently)	Occupation requires this activity up to 33%-66% of the time (2.5-5.5+ hrs/day)
C (Constantly)	Occupation requires this activity up to 66% of the time (5.5+ hrs/day)

Position Type and Expected Hours of Work

This is a part-time position with flexibility to work on an independent schedule to meet the requirements of the job. Hours and work may change in accordance with the needs of the school.

Required Education and Experience

Education: Bachelor's Degree from an accredited university

Experience: At least 2 years of experience coaching

Computer Skills: Advanced Microsoft skills.

Preferred Experience

Prior experience as an Athletic Director

Additional Eligibility Qualifications

Must be able to accomplish any and all duties with little to no assistance.

Bilingual speaking and writing preferred

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply:

- Candidates may apply through the Cristo Rey OKC website or by clicking [here](#).
- Candidates should complete all portions of the Cristo Rey OKC application, including submitting a resume, providing references, completing the essay questions, and providing transcripts. Any application that is not complete will not be considered.
- The interview process will include a review of provided materials, a Zoom interview, and an in-person interview that includes a sample lesson.
- Position is open until filled.

AAP/EEO Statement

Cristo Rey OKC Catholic High School is an Equal Employment Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristic protected by law.