



**Bellarmino**  
College Preparatory

## ***Athletic Director***

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

Bellarmino College Preparatory, located in San José, California, invites applications for a full-time Athletic Director, reporting to the Principal. The Athletic Director oversees the interscholastic athletic program at Bellarmine. She/he works through the hiring and development of coaches, the assessment of the programs’ direction and achievement. The director facilitates and encourages positive relationships between the athletic department members and all other members of the Bellarmine community. The director works to maintain a connection between the goals of the athletic department and the mission of the school. She/he aligns Bellarmine’s athletic program with the necessary governing bodies (NFHS, CIF, CCS, and WCAL), to ensure appropriate requirements are met. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Essential Responsibilities:**

- Work with the principal to hire effectively within the department and assign coaches, with the Principal’s approval; work with the varsity head coaches to recruit lower level and assistant coaches
- Coordinate all required certifications and training, and ensure that all coaches have completed all necessary paperwork and hiring processes established by the business office
- Evaluate and supervise all head coaches, identifying areas of growth, and following up with annual meetings to assess progress; administer and manage the student perception surveys
- Support coaches and teams by attending practices and contests, and provide advice and counsel to coaches, when needed
- Provide the orientation of “off-campus coaches” as to the philosophy of a Jesuit athletic program and Athletic Department policies
- Interface with parents, alumni, and student athletes concerning all athletic matters
- Assess liability risk, and develop new policies and procedures to minimize that risk
- Oversee and manage the budgets of all 15 departments within athletics, including the processing of all purchases and deposits
- Manage and approve all sports schedules
- Schedule, supervise, and compensate all contest officials and game management personnel (all ticket sellers, cashiers, ticket takers, clock operators, etc.)
- Supervise the transportation scheduling for the community, and act as on-call contact for after-hours support
- Coordinate with the Booster Club regarding athletic events concession needs
- Maintain accurate records of athletic eligibility (grades, transfer, and behavior), and report to teams on the eligibility of their student-athletes
- Work with transfer students and their parents on CCS paperwork
- Promote positive sportsmanship and fan behavior at contests
- Work with the WCAL, CCS, SJCC, City of San Jose, San Jose Unified School District, and other sites for use and adequate security at athletic contests

- Oversee and assist all coaches, parents, and athletes during Bellarmine, WCAL, CCS and CIF sponsored athletic tournaments/events occurring on the Bellarmine campus
- Coordinate the facility schedules with the school calendar to accommodate and resolve potential conflicts (finding amenable solutions to the greatest extent possible)
- Work with the facilities and custodial department to ensure preparation and readiness of athletic facilities
- Ensure compliance with the rules and regulations of the WCAL and CCS
- Manage the athletic information available on the BCP website
- Attend meetings with CCSADA, WCAL, California State Athletic Directors Association, NIAAA, JSN, and lead Bellarmine Coaches Meetings at the start of each season
- Support the mission and philosophy of the school and department
- Abide by all department and school policies and regulations

#### **Minimum Qualifications/Skills:**

- Bachelor's Degree from accredited college/university
- Five years working in a high school
- Experience coaching
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with external and internal constituents.
- The ability to work effectively with staff at all levels, displaying a positive attitude, demonstrating cultural proficiency, and exhibiting motivation and drive.
- Working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software
- Self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision.
- Ability to prioritize and complete tasks/assignments/projects/ within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Maintenance of a valid California driver's license and acceptable driving record, in order to drive to and from off-site meetings, activities, and events
- Ability to perform the job safely with respect to others, property, and individual safety

#### **Preferred Qualifications**

- Experience coaching at the high school level
- Administrative experience
- Experience working in a Jesuit school

#### **Physical Requirements:**

- Ability to lift 25 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to travel safely and comfortably around our campus
- Ability to use a keyboard (or an alternative device) and other office equipment
- Ability to read information in printed material, on a computer screen (often for extended periods of time) and/or on a mobile device/laptop.

#### **General Information:**

- Reports directly to the Principal
- This position is classified as Regular, Full-time, Exempt position. Employees in exempt positions are expected to work as many hours as their responsibilities require, which includes evenings and weekends.
- Multiple direct reports
- This position is eligible for Bellarmine's excellent benefits package
- This is not a telecommuting position

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**To Apply Online:** Please complete the *Bellarmino Faculty Application Form* located on our [employment webpage](#) under Employment Applications and send along with a cover letter, resume, and two letters of recommendation to [hr@bcp.org](mailto:hr@bcp.org). Please indicate *Athletic Director* in the subject line of the e-mail. Priority will be given to those who submit application materials by Monday, February 8, 2021.

**To Send By Mail:**

Bellarmino College Preparatory  
Attn: Human Resources  
960 West Hedding Street  
San Jose, CA 95126

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. \*As a Catholic, Jesuit school, Bellarmino may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

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