Santa Catalina School, the premier Catholic independent school in Monterey, California, is looking for an outstanding professional to assume the duties of Athletic Director and Chair of the PreK to grade 12 Physical Education Department. The Athletic Director / Physical Education Department Chair is responsible for the leadership and ongoing development, coordination, and administration of Santa Catalina Upper School’s athletic program with varsity and junior varsity teams participating in 12 interscholastic sports. The Athletic Director will be the head coach of one or more varsity sports. The position is responsible for ensuring a fun, enriching, and cohesive PreK to grade 8 Lower and Middle School physical education program which promotes healthy physical development, and which meets the needs of all students in those grades as part of our comprehensive academic, social/emotional, and character education program. It is the responsibility of the Athletic Director to ensure that the department is run with integrity and in a manner consistent with the overall mission of the school.

Reporting to the Assistant Head of School, this is a 10 month, school-year position with the following major responsibilities:

- Establish and implement a clear vision for the Upper School athletic program with care for the mission of the department and Santa Catalina School, tradition, community, and competitive success
- Oversee, direct, and model career-long professional growth for two direct reports: PE teacher/Middle School AD and PE teacher/Aquatics Director
- Hire head coaches and assistant coaches with administrative approval; ensure that all coaches are cleared through the school and hold current required certifications, and oversee professional growth programs for coaches
- Serve as the chief administrative officer of the Athletic Department and direct/complete tasks such as team schedules, handbooks, calendars, tournaments, staffing officials, creating contracts, maintaining records, eligibility, forms, coordinating awards, procuring uniforms and equipment, and special events like the annual Sports Awards
- Promote spirit and enthusiasm for the Santa Catalina athletic program with students, faculty, parents, coaches, and the wider community
- Collaborate with the Director of Marketing and Communications and communications staff in support of the school’s marketing and communication strategies, including social media
- Administer the Athletic Department budget
- Serve as a site director/representative during home games and post-season contests
- Coordinate travel of Santa Catalina School athletic teams
- Assume the school administrative responsibilities to the PCAL, CCS and the CIF, be knowledgeable about their policies, and seek active involvement in organizational activities
- Oversee the maintenance of all Santa Catalina School athletic facilities in conjunction with facilities and maintenance personnel
Required Qualifications:

- While a bachelor’s degree in a related field is a minimum requirement, candidates with a master’s degree in an appropriate area of specialization will be given preference
- Experience working in athletic leadership; experience in independent schools, experience in all-girls schools, and/or experience in Catholic schools strongly preferred
- Demonstrated leadership and facilitative skills
- Expertise to coach one or more varsity sports at the high school level
- Experience with staff and budget management
- Demonstrated knowledge of the principles of growth and development for school-age students from ages 4 to 18
- Excellent organizational, verbal and written skills, as well as outstanding interpersonal skills
- Working knowledge of computers and basic software programs
- Ability to work non-traditional work days (nights, Saturdays, holidays)
- A commitment to the Santa Catalina School mission
- A commitment to diversity, equity, and inclusion
- A willingness to be an active, enthusiastic member of the Santa Catalina community

Who We Are

Located on California’s beautiful Monterey peninsula, Santa Catalina School is an independent, Catholic boarding and day school. Local boys and girls in PreK-grade 8 attend the Lower and Middle School. The Upper School, grades 9-12, is a girl’s school with both boarding and day students. Santa Catalina School’s mission is to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion.

Our academic program is committed to a rich liberal arts experience where students attend classes taught by a highly trained, dedicated faculty. The cornerstones of the Santa Catalina mission statement are Excellence, Spirituality, Service, and Responsibility.

Compensation/Benefits

Santa Catalina School offers a competitive compensation and benefits package that includes medical and dental coverage, and retirement benefits. Salary will be commensurate with the experience and expertise of the appointed candidate.

Application

Please complete and submit our online employment application by clicking on this link: [www.santacatalina.org/employment](http://www.santacatalina.org/employment)

In accordance with applicable laws, Santa Catalina School is an equal-opportunity employer.