



Archbishop Alter High School

Athletic Director Search

POSITION OVERVIEW

Archbishop Alter High School is seeking a dynamic, mission-driven Athletic Director to lead and grow a comprehensive interscholastic athletic program rooted in the traditions of excellence, faith, and community that identify our Catholic identity. The Athletic Director serves as a visible leader who models integrity, sportsmanship, and servant leadership while fostering an environment where student-athletes are formed in mind, body, and spirit.

This individual will build upon a proud legacy of athletic achievement and ensure that all programs reflect the school's commitment to developing the whole person in accordance with Gospel values.

MISSION ALIGNMENT

The Athletic Director is a steward of the school's Catholic mission and is expected to:

- Uphold and promote the teachings and values of the Catholic Church
- Foster a culture of respect, dignity, and sportsmanship across all athletic programs
- Support the spiritual, academic, and personal development of student-athletes
- Encourage participation in service, leadership, and faith formation opportunities
- Model ethical decision-making and servant leadership in all interactions

WHY ARCHBISHOP ALTER?

At Archbishop Alter High School, athletics are an extension of the classroom- where lessons in discipline, teamwork, resilience, and character come to life. Our tradition of excellence is grounded not only in wins and championships, but in forming servant leaders who carry the values of faith and community far beyond the playing field.

QUALIFICATIONS

- Bachelors degree required; Masters degree preferred
- Practicing Catholic preferred, with a strong commitment to Catholic education
- Minimum of 3-5 years of experience in athletic administration, coaching, or educational leadership
- Strong knowledge of interscholastic athletics, including OHSAA regulations
- Demonstrated leadership, organizational, and communication skills
- Proven ability to build relationships and foster community engagement
- Commitment to student-centered leadership and servant leadership principles

CORE COMPETENCIES

Faith Centered Leadership: Integrates Catholic values into all aspects of the athletic program

Relational Leadership: Builds trust with students, coaches, families, and alumni

Strategic Thinking: Plans for long-term program growth and sustainability

Operational Excellence: Manages details with efficiency, consistency, and accountability

Student Advocacy: Keeps the well-being and development of students at the center of decisions

Interested Candidates should submit a resume, cover letter, and references to Lourdes Lambert, President/CEO. The position will remain open until filled, with a priority review of applications beginning April 15, 2026.

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KEY RESPONSIBILITIES

PROGRAM LEADERSHIP AND OVERSIGHT:

- Provide strategic leadership and vision for all athletic programs (Grades 9-12)
- Ensure alignment of athletics with the school's mission and educational goals
- Oversee the hiring, supervision, mentoring, and evaluation of all coaches and athletic staff
- Promote a culture of excellence, accountability, and continuous improvement

STUDENT-ATHLETE EXPERIENCE

- Champion the holistic development of student-athletes: academically, spiritually, and physically
- Support student participation, leadership development, and positive team culture
- Ensure compliance with academic eligibility and school policies
- Order letter awards, plaques, and trophies for yearly honors
- Determine, organize, communicate, and order major senior athletic awards for the senior awards assembly

OPERATIONS AND COMPLIANCE

- Attend all OHSAA and all GCL meetings as scheduled
- Manage all aspects of athletic scheduling, facilities usage, and event supervision including, but not limited to, end of season banquets for each sport
- Ensure compliance with OHSAA regulations and Archdiocesan policies
- Oversee risk management, safety protocols, and supervision at all events
- Coordinate with school leadership on facilities planning and improvements

COMMUNITY ENGAGEMENT

- Serve as primary ambassador of the athletic program to families, alumni, and the broader community
- Collaborate with Advancement to support fundraising initiatives and special events
- Build strong relationships with feeder schools, community organizations, and local partners
- Promote athletic programs through effective communication and story telling

ADMINISTRATIVE LEADERSHIP

- Develop and maintain the athletic department budget in alignment with school priorities
- Oversee equipment purchasing, inventory, and maintenance
- Coordinate seasonal parent meetings and communication plans
- Support game-day operations and ensure a positive spectator experience

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