



IC CATHOLIC PREP

LEARN. LEAD. SERVE.

## **Athletic Director for the 2023-2024 Academic Year**

IC Catholic Prep is seeking a full-time Athletic Director for the upcoming 2023-24 school year.

IC Catholic Prep is a Catholic, co-educational, college preparatory high school. The school was founded in 1936 by Monsignor William Plunkett with a vision of educating the whole person in “spirit, mind, and body.” Embracing our Catholic identity and the example of Mary, the Immaculate Conception, ICCP students are challenged and inspired to learn, lead, and serve. IC Catholic Prep offers a solid and rigorous college preparatory curriculum, which serves the entire student body.

IC Catholic Prep is the oldest co-educational Catholic high school in DuPage County and is the only parish high school in the Diocese of Joliet. IC Catholic Prep is located in Elmhurst, Illinois.

### **Description:**

The Athletic Director will provide leadership, management, and guidance in initiating, developing, and improving the interscholastic athletic program for all students. This individual reports to the Principal and works closely as a member of the high school administration team.

Responsibilities include, but are not limited to:

- Provide vision and leadership for a comprehensive athletic program
- Communicate with all members of the ICCP community, particularly athletes, coaches, families, and fellow staff members
- Complete an annual evaluation of the overall athletic program and communicate needs with the Principal
- Recruit, hire, supervise and evaluate all head coaches; ensure coaches properly supervise and evaluate assistant coaches within the school’s mission
- Implement training and orientation programs for all coaches to ensure they have opportunities for professional development
- Hold pre-season and post-season coach meetings
- Arrange for the proper supervision of all athletic contests and have a presence at as many contests as possible
- Collaborate with the admissions/marketing offices and head coaches to develop and implement public relations, recruiting programs, and grammar school camps to attract student-athletes to the school; act as an ambassador of the school to the athletic community at large
- Collaborate with the President with regards to all athletic fundraising and donations
- Work with the Principal and Director of Finance to prepare, submit, analyze and oversee the athletic budget
- Maintain an efficient financial record-keeping and reporting system

- Determine facility and equipment needs for athletics and make recommendations for improvement
- Assume responsibility for the proper care of athletic facilities and equipment including the Plunkett Field Athletic Complex, the IC Gym, Weight Room, storage spaces, and athletic locker rooms
- Schedule facilities for all athletic contests and practices
- Conduct an annual inventory of all athletic uniforms and equipment
- Implement an appropriate awards program including an annual banquet and other athletic events for each sport
- Establish school athletic program policies and ensure compliance; administer all interscholastic policies and procedures working within the confines of the constitution and by-laws of the IHSA and all the leagues of which the school is a member; serve as the principal's representative to the IHSA, CCL, and GCAC
- Attend monthly Athletic Boosters meeting
- Coordinator for all athletic transportation needs
- Collaborate with the ICGS (Grade School) Athletic Director
- Communicate athletic eligibility to coaches
- Complete appropriate paperwork for transfer student-athletes
- Secure referees, umpires, etc., issue payment through Arbiter, and contact referees and umpires in case of cancellation due to weather, etc.
- All other duties related to Athletics as deemed necessary by the Principal

**Qualifications:**

- 1) BA or MA in Education or related field
- 2) Type 75 Administrative Certificate and/or PEL Administrative Endorsement preferred
- 3) Minimum 5 years successful teaching and coaching experience
- 4) Excellent verbal and written communications skills
- 5) An understanding of the mission, traditions, and values of IC Catholic Prep

**Apply:**

Letters of interest and resume addressed to the Principal should be sent to Peg Slavik, [pslavik@iccatholicprep.org](mailto:pslavik@iccatholicprep.org) -- Administrative Assistant to the Principal.