



Verbum Dei High School was founded in 1962 by the Society of the Divine Word. Under the critical leadership of Bishop Joseph Francis, Verbum Dei maintained a rich and powerful athletic tradition and used that tradition as a means to ensure that its students would have post-secondary options during a time when the nation was less inclined to admit students of color into its colleges and universities. Verbum Dei's ability to produce star athletes who were able to achieve academic and athletic success was uncharacteristic for its day.

In 2000, in order to avoid closure, Cardinal Roger Mahoney asked the Society of Jesus to assist with the administration of Verbum Dei. Verbum Dei again gained notoriety, this time with its emergence of the Corporate Internship Program and its ability to produce graduates committed to justice and service. Verbum Dei was again creating graduates who were academically strong and work-experienced. Today, Verbum Dei's graduates are accepted to some of the most selective colleges in the United States and the school has maintained a 100% acceptance rate (92% to four-year colleges for the Class of 2017) for the past ten years.

Moving forward, Verbum Dei is looking to ensure that our students experience excellence in *all* things- academics, Corporate Work Study Program (CWSP), Campus Ministry, and especially athletics. Verbum Dei is looking for an Athletic Director able to use our past to propel our future and in doing so create an athletic program that:

1. Supports the Jesuit philosophy of education of the whole person- body, mind and spirit and uses sports as a ministry to grow students' personal relationship with God.
2. Teaches values including discipline, overcoming adversity, trust, and selflessness
3. Develops school spirit, morale, and loyalty.
4. Develops a competitive character that leads to high commitment to themselves and to the team.
5. Brings honor and a greater awareness to Verbum Dei High School so that we can serve more of our community.
6. Maintain high academic standards for student-athletes.

ATHLETIC DIRECTOR

Reports to: Principal

Administrative Team Member

Overview: The Athletic Director reports directly to the Principal and is primarily responsible for planning, developing, and overseeing a quality athletic program consistent with and supporting the mission, goals, and objectives of Verbum Dei High School.

FUNDAMENTALS

- Promotes Catholic-Jesuit-Cristo Rey identity.
- Knowledgeable, sensitive, and inclusive of all cultures, in particular those served by Verbum Dei and of the local community.
- Understands, appreciates, and supports the mission of Verbum Dei, which includes the academic goals, CWSP and Campus Ministry programs.
- Comprehends, appreciates, and seeks to implement applicable the Graduate at Graduation.
- Encourages community through presence/participation at administration-faculty-staff meetings and events, liturgies, Christian Service Saturday's, athletic events, other co-curricular events.
- Teaches/ substitutes no more than four sections.
- Constructs, submits, and meets annual budget, with approval of the principal.
- Seeks input/assistance from appropriate administration, faculty, staff and others as necessary to successfully complete duties.

COACHES

- Interviews, hires, supervises, and evaluates head coaches.
- Collaborates with head coaches in the interviewing, hiring, supervision, and evaluation of coaching staff.
- Assists all new coaching hires in completing their human resources/finance department paperwork.

- Oversees criminal background checks for all non-staff coaches and volunteers.
- Facilitates/provides CPR, First Aid, VIRTUS, Play like a Champion and other professional development of head coaches and their staff.
- Assists head coaches with the short- and long-term development of the Verbum Dei athletics program; as such, works with each coaching staff to set athletic and academic goals and objectives for their team and may include individual athletes.

STUDENTS

- Promotes the healthy development of body, mind, and spirit of the student-athlete.
- In collaboration with the Principal, determines and oversees implementation and communication of student-athlete eligibility.
- Assesses all student-athletes for their NCAA eligibility, both academically and as athletically; as such, collaborates with College Guidance with regard to NCAA student-athlete college discernment and process.
- Collaborates with Campus Minister with regard to student-athlete retreats and pre-event prayer/prayer services.

SPORTS

- Schedules and coordinates all athletic events; as such, coordinates transportation for away games, coordinates security for athletic events, coordinates from set-up to take-down any part of an athletic event that involves money (ticket sales, concessions, Verb-gear), oversees parking for athletic events, and oversees crowd facilities for games.
- Facilitates and supervises all family, alumni, etc. groups related to athletics.
- Coordinates athletic publications including weekly newsletter for faculty, staff, and students.
- In collaboration with the Principal, determines and oversees implementation of athletic policies.
- Facilitates/provides coaches, student-athletes, and parent/families orientation to Verbum Dei's mission, philosophy, and policies as they relate to athletics.
- Ensures the adequacy of spending for each athletic team.
- In collaboration with the principal and head coach, determines the uniform for each team.

RELATIONSHIPS

- Serves as liaison with other organizations, including but not limited to and based on necessity and availability: California Interscholastic Federation (CIF), Catholic Athletic Association (CAA) of the Archdiocese of Los Angeles, NCAA, Cristo Rey Network, Jesuit West Province, JSEA, and National Catholic Educational Association.

Interested candidates should submit a resume and cover letter to Maribel Andrade, Principal's Assistant, mandrade@verbumdei.us.