



## **Interim Athletic Director, Western Hills & Gilbert A. Dater High Schools**

### **ACTIVITIES BEYOND THE CLASSROOM**

Activities Beyond the Classroom (ABC) is a non-profit serving students in the Cincinnati Public School (CPS) District. Our mission is *To help students succeed through equitable opportunities in arts, athletics, and wellness that build character, ignite passions, and instill values that last a lifetime.*

### **ATHLETIC DIRECTOR, WESTERN HILLS HIGH SCHOOL**

- Hours of work: 40+ hours / week
- Location: Western Hills High School in Cincinnati, Ohio
- Reports to: Senior Manager of Athletics, ABC
- Term length: June 2023 – May 2024. This is an interim position for the 2023-24 school year only.

### **JOB SUMMARY**

The Western Hills High School Athletic Director (AD) provides leadership in planning, implementation, supervision, coordination and evaluation of all athletic programs, clubs, and intramural offerings at the high school and junior high levels at Western Hills High School and Gilbert A. Dater High School.

### **JOB RESPONSIBILITIES**

#### General

- Provide direction, support and accountability to help students, coaches and parents benefit from the experience of participating in sports activities and clubs at Western Hills High School and Gilbert A. Dater High School
- Coordinate all athletic functions such as booster club meetings, athletic banquets and other athletic meetings
- Coordinate the purchase, reconditioning and storage of athletic equipment
- Prepare and manage the annual athletics budget
- Serve as director of special events and promotions for the athletic department, and serve as public relations liaison for all routine news media requests related to athletics
- Submit work orders for necessary facility repairs or routine maintenance
- Perform other related duties as needed

### Collaborations

- Work closely with the ABC Executive Director, ABC Senior Manager of Athletics, the school principals and administration, and the District Athletics Manager for Cincinnati Public Schools to develop cohesive plans that meet the needs of all partners
- Manage and lead an Assistant Athletic Director
- Collaborate with the athletic trainers and team doctors and oversee the Sports Medicine partnership
- Communicate with the Principals, ABC Executive Director, ABC Senior Manager of Athletics and CPS designee all security calls, behavioral referrals, altercations, or other situations that arise at athletic practices or competitions
- As a part of the ABC team, participate in all-staff meetings and events
- Collaborate with ABC staff members to ensure organizational alignment across programs

### Compliance

- Oversee all areas of District, OHSAA, and NFHS compliance for athletics, including, but not limited to, athletic eligibility, legal liabilities, and sports physicals requirements
- Submit athletic eligibility reports to the OHSAA as required pre and post season
- Schedule and conduct pre-season meetings for all sports as required by the OHSAA
- With the AAA Pathway coach, monitor the academic performance of students and sit students as necessary
- Ensure that coaches understand the importance and value of AAA Pathway and academic interventions, and ensure that students are participating in AAA Pathway study tables and events

### Competitions

- Attend all athletic competitions, or work with the principals to assign a proxy to attend on your behalf
- Coordinate all schedules with the principals/facilities staff and athletic colleagues
- Maintain and execute fiduciary duties in compliance with the district's fundraising, ticketing, and rental revenue procedures
- Ensure that each team has adequate practice facilities and that facilities are in top form for contests and tournaments; coordinate the preparation of facilities for all home contests and events; supervise or direct cleanup after contests
- Confirm the necessary equipment, transportation, and security is in place for each competition
- Provide booking agents with a complete schedule prior to the season
- Assign and supervise all gatekeepers and workers for all athletic contests; arrange for payment of all game workers
- Arrange ticketing protocols for gatekeepers
- Coordinate with the principals any postponement of contests because of weather or other factors

### Oversee coaching staff

- Manage the hiring, training, onboarding, performance, and compensation of all coaches
- Ensure all coaches are aware of District, OHSAA, and NFHS rules applicable to their sport and the expectations of coaches.
- Coordinate the attendance of coaches at coaches' clinics and workshops

### **QUALIFICATIONS**

- Bachelor's degree in an appropriate discipline and a demonstrated record of success spanning 5+ years in the Athletics field at either the high school or college level is preferred
- Ability to multitask, work under pressure, problem solve, and communicate effectively
- Clear understanding of the school's values and traditions, be a strong and articulate advocate for students and coaches, and work effectively with teachers, parents, and alumni
- Commitment to diversity, high expectations for student conduct inside and outside of competition, and a genuine warmth of personality are essential
- Exceptional organizational and project management skills with strong attention to detail
- Ability to communicate effectively, clearly, and concisely both orally and in writing
- Solid track record of building rapport and maintaining professional relationships with vendors and colleagues
- Sound judgment and discretion in handling and securing confidential information, as well as the ability to conduct oneself in a highly professional manner
- Results driven, intellectually curious, action-oriented leadership style that thrives in a mission-focused environment
- Ability to use judgement and manage through ambiguity
- Commitment to teamwork and collaboration
- Commitment to the core values of ABC and CPS

### **ABOUT WESTERN HILLS/GILBERT A. DATER HIGH SCHOOL**

#### School Info

Cincinnati Public Schools, Western Hills High School and Dater High School are both schools for grades 7-12 and have the unique distinction of playing athletics together at the high school level. Western Hills University High School is an intensive college-preparatory school dedicated to the GRAD Cincinnati program, which focuses on students with the goal of going to college. Dater offers a standards-based and Advanced Placement curriculum focused on preparing students for post-graduation opportunities, including college, vocational training and employment.

With a combined total of nearly 3,000 member student body, both schools are culturally and ethnically diverse, with students attending from every urban neighborhood in Cincinnati. Upon graduation, Western Hills and Dater High School students are accepted by the finest universities and colleges throughout America.

### Athletic Info

Western Hills Athletics offers more than 33 teams in nearly 14 sports and over 400 student athletes. Five new programs have been added in the past four years with more potential for growth. Western Hills is a member of the Cincinnati Metro Athletic Conference (Aiken, Gamble, Hughes, Oylar, Riverview East, Shroder, Spencer, SCPA, Taft, Withrow, Woodward).

### Facilities

- Arch McCartney Stadium – High School turf lined for football, lacrosse, & soccer
- Baseball field – host of OHSAA Sectional and District Tournaments
- High School Gym – Renovated in 2012, college dimensions
- Jr High School Gym – Renovated in 2013
- Fieldhouse – Built/renovated in 2022, weightroom
- Softball Field – Built in 2018

### **APPLICATION DETAILS**

- **Position Start Date:** To be determined but no later than June 1st, 2023
- **Application Due Date:** Friday, March 17, 2023
- **Submit:** Cover letter, resume and three letters of reference
- **Submit information to:** [hr@abccincy.org](mailto:hr@abccincy.org)
- **Questions:** Email Sophia Scott, Director of Operations at [hr@abccincy.org](mailto:hr@abccincy.org)