



CATHOLIC, COLLEGE PREPARATORY
SCHOOL FOR YOUNG WOMEN

MERCY HIGH SCHOOL

Farmington Hills, MI

INVITES APPLICANTS FOR THE POSITION OF
DIRECTOR OF ATHLETICS

Join our highly committed team of Mercy educators who have a passion for Catholic education and a willingness to inspire our students to become “Women Who Make A Difference.”

BACKGROUND

[Mercy High School](#), a Catholic College Preparatory School immersed in the tradition of the Sisters of Mercy, educates and inspires young women of diverse backgrounds to lead and serve with compassion. Our work embodies the Critical Concerns of the Sisters of Mercy and the values of *Human Dignity, Mercy, Justice, Service, Option for the Poor*.

Our culture is deeply rooted in

- Academic Excellence
- Collaboration
- Diversity
- Innovation
- Integrity
- Leadership
- Respect
- Sustainability

We are a racially, ethnically, and economically diverse student body of approximately 650 young women. Our commitment to diversity, equity and inclusion is reflected in our policies, curriculum, and extracurricular activities which align with the Sisters of Mercy Critical Concern regarding racism, "*We work to recognize and dismantle racism in order to become an anti-racist multicultural community.*"

POSITION DESCRIPTION

Director of Athletics beginning the 2021-22 School Year

We seek a broadly diverse pool of applicants for all positions as we work intentionally to create a faculty and administration that reflect our student body. The Director of Athletics serves as part of the Mercy administrative team and is a member of the President’s Cabinet. The Director of Athletics is directly responsible for the overall leadership and development of the Mercy HS Athletic program for grades 9-12. The Athletic Director will provide guidance and direction for Mercy’s athletic programs including but not limited to budgets, program development, coaching staff, event scheduling and supervision.

Qualified applicants should skillfully demonstrate the following competencies and be prepared to lead a welcoming and inspirational athletic program.

The selected applicant will:

- recruit, hire, supervise, mentor, evaluate and supervise all Athletic Department employees, coaching staff and team Booster Clubs.
- coordinate, schedule and supervise events for the high school athletic programs.
- manage and direct the day-to-day operation of the athletic program.
- further develop and lead an athletic program that prioritizes the well-being of the whole student.
- establish and enforce the academic requirements of eligibility for participation.
- attend all required meetings and maintain an active relationship with the CHSL and MHSAA.
- manage the budget and payroll for the Athletic Department, form and maintain policies.
- support a strategic plan for continual growth of facility needs and program offerings.
- continuously evaluate effectiveness of athletic programs, appropriate rules, regulations, protocols and safety procedures governing the conduct of athletic activities.
- work cooperatively to promote the athletic program through effective and appropriate use of social and other media sources.
- foster and promote communication and positive relationships with staff, parents and students, officials and other stakeholders within the athletic community.
- support an atmosphere that accelerates each student's academic, spiritual, athletic, social and emotional growth and achievement in alignment with the school's mission.
- participate in shared leadership and responsibility throughout the school.
- work effectively and willingly with students of diverse backgrounds including race, culture and socio-economic status.
- demonstrate excellent verbal and written communication skills in interacting with various stakeholders.

KEY QUALIFICATIONS/REQUIREMENTS

Applicants should hold a degree in education or a related field of study with preference given for a Masters Degree. A minimum of five years coaching experience at the high school level and/or two years experience in athletic administration is preferred. Additional qualifications include the ability to:

- articulate the relationship between interscholastic athletics and academics.
- explain and demonstrate experience with CHSL and MHSAA policies and guidelines.
- multitask, work under pressure, solve problems and make and enforce difficult decisions.
- demonstrate experience supervising and organizing multiple athletic programs at the high school level.
- work a flexible schedule including evenings and weekends.
- effectively speak to various groups with poise, preparation, accuracy and confidence.
- maintain effective working relationships with students, staff, coaches, parent groups and other community stakeholders.
- demonstrate personal maturity, patience and dependability in prioritizing the interests of student athletes.

- take initiative and work independently without direct supervision.
- manage and coordinate multiple priorities to meeting deadlines.
- recruit, screen, hire and evaluate program staff.
- administer an athletic program budget in accordance with appropriate protocols and procedures.
- operate a motor vehicle and possess a valid Michigan driver license.

Applicants should visibly demonstrate a willingness to expand their knowledge and skills by participating in professional development opportunities in all areas including Diversity, Equity and Inclusion, attend a Protecting God's Children workshop and complete a background check.

Please send resume for consideration by May 14 to Ms. Sonya Byrd, Assistant to the Principal sbyrd@mhsmi.org.

Mercy High School is an Equal Opportunity Employer and considers all applicants for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider an applicant's religious affiliation in its employment decisions consistent with State and Federal law.