

Assistant Athletic Director for Waterfront

Since 1800, when St. Madeleine Sophie Barat founded the Society of the Sacred Heart in France, Religious of the Society of the Sacred Heart and lay Sacred Heart educators have carried out her imperative of educational excellence. Today, the Network of Sacred Heart schools is an association of 25 Catholic schools across the United States and Canada, and nearly 150 schools internationally. Independent yet united in spirit and purpose, the international community of Schools of the Sacred Heart believes in educating the whole child, and preparing her to live fully and wisely. At the core of the Sacred Heart education the [Goals and Criteria](#) are the principles that express the intentions and hopes of our 200-year tradition.

Carrollton's culture and identity are bound inextricably to the vision set forth in the *Goals and Criteria of Sacred Heart Schools*. These values form the moral compass that influence the choices made within our community. Learning to draw upon these values during their school days, Carrollton graduates become women of conviction, courage and confidence.

The Assistant Athletic Director for Waterfront is charged with supporting the Carrollton student experience through sailing, physical education, and auxiliary programs. This new position will have the opportunity to lead Carrollton's existing sailing program and spearhead the development of future programming and waterfront facilities. Through his/her efforts Carrollton's waterfront will provide students with unparalleled educational experiences that are recognized nationally.

The Assistant Athletic Director for Waterfront reports directly to the Director of Athletics while working closely and collaboratively with other areas of school life and programs, including but not limited to auxiliary programs, facilities, science faculty, and local neighbors and government agencies. The assistant director may also fulfill duties such as classroom teaching, assisting the athletic department outside of the waterfront, and collaborating with other directors as needed.

Essential Duties and Responsibilities: The duties and responsibilities of this position include, but are not limited to, the following:

- A commitment to the *Goals and Criteria* of Sacred Heart network schools as articulated in the school mission.
- Maintain professional currency with industry standards for safety, waterfront programming, and sailing.
- Oversee the sailing team, and if qualified, serve as the head coach.
- Design waterfront programming for the physical education discipline, auxiliary programs, and other educational initiatives.
- Evaluate and train staff and students for waterfront activities and sports.
- Manage a Google calendar for the usage of the waterfront.
- Create schedules for hourly waterfront staff and assist in the recruitment process for new staff.

Essential Duties and Responsibilities (Continued):

- Maintain the waterfront facilities and equipment. This includes, but is not limited to, making repairs to equipment, managing work done by outside vendors, and collaborating with facilities to repair or enhance the waterfront.
- Conduct initial and end-of-season inventory, and store equipment appropriately.
- Conduct a daily check of equipment and the waterfront for safety, cleanliness, and good repair.
- Teach and monitor the proper use of equipment.
- Utilize cognitive science and educational research to inform teaching practices.
- Participate in reflective, self-directed, on-going professional development.
- Submit reports and student comments at specified intervals.
- Hold conferences with students, parents, administrators, and other professionals.
- Participate in faculty meetings, liturgies, chapels, retreats, school assemblies, and special events such as, but not limited to, back to school night, admissions showcases, and awards ceremonies
- Additional duties may be required, such as participating in general athletic department tasks, curriculum reviews, risk management assessments, and summer camp open houses.
- Perform duties outside and in direct sunlight for 12 months with varying hours and occasional weekends and overnight travel with students.

Qualifications: The ideal candidate will possess most of the qualifications listed below.

- Impeccable track record for safety
- Experience leading a competitive sailing program, managing staff, and developing programs for children and young people
- Ability and expertise in operating, transporting, and maintaining small and moderate sized sail and power boats and related equipment
- Knowledge of environmental regulations related to waterfront programming and development
- Certifications in CPR, lifeguarding, and water safety
- US Coast Guard captain's license & valid vehicle driver's license
- Intercultural competency with a deep respect for social justice, inclusion, and diversity as articulated in the *Goals & Criteria*
- Commitment to on-going professional growth
- Enthusiasm for teaching students of all abilities
- Strong communication skills

Interested candidates should complete an employment application, and submit a cover letter and resume through Carrollton's Employment Opportunities website.

<https://www.carrollton.org/about/employment-opportunities>