

Calvert Hall is currently seeking an Athletic Director to begin July 1, 2022.

Calvert Hall College High School, a Catholic and Lasallian college preparatory school, provides a diverse community of young men with a broad and balanced human and Christian education through excellent academic and extracurricular programs that promote leadership, achievement and service within the church and community. The school is a premier college preparatory school for young men with approximately 1200 students in grades 9 – 12 with an excellent athletic tradition.

In brief, the Athletic Director:

- Supervises the entire athletic program, including the athletic trainer, administrative assistant, all coaches and all moderators of sports activities
- Hires, mentors, and evaluates coaches
- Makes up the annual athletic schedule and publishes seasonal schedules
- Is responsible for all home athletic events
- Arranges transportation for coaches and teams
- Is the Game Manager, obtaining the services of referees, umpires and other personnel
- Oversees the athletic department budget and approves all purchases for athletic uniforms, equipment, etc.
- Coordinates recognition ceremonies for all seasons

Desirable Leadership Characteristics:

- Collaborative leadership style with good interpersonal and team-building skills culminating in the ability to work with all constituencies yet also being able to make the difficult decision
- Understands where and how the athletic program fits into the school and the Lasallian charism
- A passion for sports and education along with a keen understanding of the development of high school athletes
- In depth working knowledge of all sports
- Strong oral and written communication and motivational skills
- Managerial and supervisory skills
- Ability to effectively represent the school
- Ability to work independently while fostering a team environment
- Big picture thinking, yet highly organized and detail oriented

Preferred Qualifications:

- Experience in athletic administration is preferred but not a requirement
- Bachelor's degree in sports management, athletic administration, or a related field. Master's Degree preferred but not required
- Knowledge and application technology, including experience with data management systems

Calvert Hall is an equal opportunity employer, and is constantly seeking excellent candidates to fill faculty and staff positions. In each position, we seek someone who has the ability to work on

a team, who is open to professional growth, and will be committed to our school's Lasallian mission.

Resumes should be emailed to Traci Malstrom, Assistant to the Principal, at malstromtr@calverthall.com or mailed to:

Calvert Hall College HS
Attn: Charles Stembler, Principal
8102 LaSalle Rd.
Baltimore, MD 21286

Deadline: Resumes for this position will be accepted through February 11 (although interviews may begin before that time).