

# Diocese of Nashville

<https://dioceseofnashville.com/job/athletic-director/>

## Athletic Director

### Description

The Athletic Director is a full-time staff member who serves on the administrative team and reports directly to the principal. This position is responsible for developing, managing, and supervising every aspect of the school's athletic programs. The Athletic Director is responsible for leading and managing the athletic program in a manner consistent with the mission and philosophy of Saint Cecilia Academy and the teachings of the Catholic Church. The AD will promote a culture of excellence, sportsmanship, integrity, and virtue across all athletic endeavors while fostering the holistic development of young women in mind, body, and spirit. The athletic director serves multiple constituencies: students, parents, coaches, faculty/staff, and administration. The athletic director is often the first point of contact with prospective families and therefore must be passionate about the vision of SCA athletics and an outstanding communicator.

### Qualifications

- A practicing, devout Christian with a strong personal commitment to living and witnessing the faith
- Deep commitment to the Catholic mission of St. Cecilia Academy and the physical, mental, and spiritual formation of students through athletics
- Bachelor's degree in physical education, athletic administration, or a related field; master's degree preferred.
- Minimum 3-5 years of experience in athletic administration, leadership, or coaching.
- Strong organizational and time-management skills, with attention to detail
- Excellent interpersonal, leadership, and communication skills
- Ability to engage and lead parent volunteers, coaches, and student-athletes
- Willingness to work evenings and weekends, including attendance at games and school events.

### Responsibilities

- Recruit, retain, and supervise outstanding coaches who are aligned with SCA's Catholic and Dominican mission
- Sets and maintains standards of excellence and accountability within athletics
- Oversees annual evaluation of coaches
- Helps to coordinate coach's workshop days and professional development
- Develop a comprehensive orientation and formation program for all coaches, emphasizing spiritual leadership, professionalism, and virtue development
- Help coaches schedule games for school athletic teams; oversee travel and transportation for away competitions
- Direct and manage a 7-12 athletic program
- Coordinate and maintain uniforms, equipment, and all athletic facilities
- Prepare and manage the annual athletic department budget
- Ensure all required forms, medical paperwork, and eligibility requirements are submitted by student-athletes
- Represent SCA in all relevant athletic associations, including TSSAA, and attend associated meetings
- Work with the Communications Director to highlight athletic achievements,

### Hiring organization

St. Cecilia Academy

### Job Location

Nashville, TN

### Date posted

May 30, 2025

### Valid through

31.08.2025

Send cover letter, resume, and three professional references to Annie Ligowski at [searchcommittee@stcecilia.edu](mailto:searchcommittee@stcecilia.edu)

- maintain accurate schedules, and promote athletic culture online
- Partner with the Admissions Office to attract prospective student-athletes and grow the SCA athletic brand
- Represent SCA in all relevant athletic associations, including but not limited to TSSAA, and attend all meetings.

### **Why St. Cecilia Academy?**

Founded in 1860, St. Cecilia Academy has been forming young women of faith, intellect, and character for over 160 years. Rooted in the rich tradition of the Dominican Sisters of St. Cecilia, the school seeks to cultivate excellence in all areas of life-academics, faith, leadership, and athletics. The Athletic Director will play a critical role in shaping a vibrant, competitive, faith-filled athletic culture that reflects the Dominican love for truth, beauty, discipline, and holy joy.

At St. Cecilia Academy, we believe that athletics should be a proving ground of virtue, where each young woman is challenged to strive for her personal best through discipline, teamwork, and holy joy. The athletic program exists to complement the school's high academic expectations, reflect a culture of excellence, and help each athlete grow in virtue, resilience, and leadership.

### **Application Instructions**

Please submit the following materials to Annie Ligowski:  
[searchcommittee@stcecilia.edu](mailto:searchcommittee@stcecilia.edu)

- Cover Letter expressing your interest and how you would integrate faith and athletics
- Current Resume
- Contact information for three professional references

Visit [www.stcecilia.edu](http://www.stcecilia.edu) to learn more about our mission and community.