



BISHOP DWENGER HIGH SCHOOL

Athletic Director

Bishop Dwenger High School is looking for an Athletic Director beginning with the 2025-2026 school year. This is a full-time, year-round position. The director will oversee the Athletic Program at Bishop Dwenger which includes 21 IHSAA sports and all club teams. The ideal candidate will have coaching experience at the high school level and a valid (state) teaching license and/or Administrative license. The candidate will need to work toward the Athletic Director certification, if not already earned. Must be an active, registered Catholic.

Responsibilities Include:

- Hiring and training of all coaches for the various athletic teams
- Conduct annual coach's meetings
- Evaluate coaches on performance
- Maintain accurate records on athletic physicals, medical records, and required trainings
- Follows school and IHSAA rules in regard to eligibility
- Communicate effectively with parents of athletes
- Promotes and trains coaches in the Virtue = Strength program
- Oversee the Diocesan safe environment policies for all coaches in the program
- Organizes events and athletic contests including the hiring of officials and staff, managing ticket sales, scheduling facilities, and providing a welcoming atmosphere for visiting teams and guests
 - Contests take place in the evenings and weekends. Availability at these times is imperative.
- Manages the sales of Century Club passes and season tickets
- Manage the athletic budget in the context of the whole school budget
- Represent and attend meetings of the Summit Athletic Conference (SAC) and at the IHSAA levels
- Organize the athletic calendar within the context of the school calendar
- Schedule events and practice times for all teams
- Oversee the athletic facilities and equipment, including the purchasing of equipment and uniforms for the teams
- Work closely on marketing and fundraising efforts with the school's Development Office in matters related to Athletics
- Hire and oversee the Athletic Director Assistant
- Work with the OPS training staff
- Serve on the school's Administrative Team and assist in various administrative duties throughout the school day



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- Support the mission and vision of Bishop Dwenger High School and the Diocese of Fort Wayne-South Bend
- Reports to the principal

Start Date: July 7, 2025

Location: Bishop Dwenger High School, Fort Wayne, IN

Contact: Jason Schiffli, Principal
jschiffli@bishopdwenger.com or 260-496-4708

To Apply: Go to <https://theapplicantmanager.com/careers?co=df>