



Career Opportunity **Asst. Athletic Director & Coach**

Position Posted: 3/1/23

Vanguard College Preparatory School in Waco, TX, is accepting applications for an Assistant Athletic Director with Coaching assignment for the 2023-2024 school year. This position is full-time, working in the school's Athletic Department, with variable hours including weekend assignments contingent on program needs. Position Begins: July 1, 2023, with possible option of an earlier start date.

Essential Duties/Requirements:

- Assists the Athletic Director in the daily operations and logistics of the athletic department.
- Ability to develop, organize, and implement programs.
- Plan necessary time, resources, and materials to support accomplishment of athletic department goals.
- Maintain an active program that promotes good sportsmanship and student development including the time, resources, and materials to support accomplishment of department goals.
- Direct and manage the middle school (grades 6-8) athletics program and other assigned coaching programs.
- Compile, maintain, file, and present all physical and computerized reports, records, and other documents required, including TAPPS required documentation.
- Other duties as assigned based on school needs.

Preferred Qualifications include:

- Bachelor's degree with 3-5+ years of coaching experience, preferably in a professional education setting.

Other Qualifications include:

- Strong verbal, organizational, and interpersonal skills.
- The ability to problem-solve, think critically, and provide creative solutions supporting the school's mission.
- Approachable and ability to communicate to children and adults in a professional manner.
- Knowledge of local, state, and federal laws and regulations relevant to program areas.
- Proficiency with computer platforms including internet-based programs.
- Self-starter with the ability to work in a fast-paced and deadline-oriented environment.
- Provide excellent customer service and maintain confidentiality and professionalism at all times
- Ability to meet deadlines and collaborate effectively with team members.

To Apply, complete and submit the VCPS Application, Resume, Letter of Interest and, Letter of Reference to <https://vanguard.org/contact-vanguard/employment-opportunities/>. Criminal Background Check and Drug Testing are qualifiers for all applicants. Full-time Benefits: Retirement Plan, Health Insurance, Reduced Summer Office Hours (certain weeks off in summer), Vacation Aligns with School Holidays (27-days vacation), Family Supportive Work Environment

Vanguard is an Equal Opportunity Employer. It is our policy to treat all employees and applicants fairly and equitably and in doing so, comply with all applicable federal and state laws relative to employment.

Vanguard School Mission Statement

Vanguard College Preparatory School is a non-parochial, independent school that prepares our students for academic success and fulfilling lives. The foundation of the Vanguard experience is based on our core values – rigor, responsibility, and respect. The community of Vanguard students, faculty, administrators, and parents is committed to a personalized learning experience that prepares each student to excel at the collegiate level.