



Job Description

Job Title: Co-Athletic Director

Location: Pike High School

Annual Salary: \$129,089

POSITION OVERVIEW

Pike High School is seeking a **Co-Athletic Director** to join a values-driven athletic department committed to **access, accountability, authenticity, and community**. This position is ideal for a servant-leader who believes athletics is an extension of education, understands the power of coaching influence, and is passionate about building systems that support students, coaches, and the broader school community.

The Co-Athletic Director will work closely with their counterpart to advance a shared vision focused on enhancing the **athlete experience, developing coaches, promoting organizational excellence, and fostering community engagement**.

ATHLETIC DEPARTMENT VISION

The athletic department exists to **develop people, build community, and pursue excellence through sport**.

We believe:

- Coaches are the greatest lever for positive change
- Athlete experience matters at every level
- Strong culture is built through clarity, consistency, and relationships
- Athletics should unite—not divide—our community

KEY RESPONSIBILITIES

Collaborate with the Co-Athletic Director as directed with the following job responsibilities:

Operational Leadership

- Oversee daily athletic department operations to ensure safe, organized, and efficient programs
- Manage schedules, transportation, facilities usage, and event operations
- Support game-day management and supervision of athletic contests
- Assist with budget oversight, purchasing, and inventory management

Coach Support & Accountability

- Serve as a consistent point of support for the coaching staff
- Help communicate and reinforce department expectations and standards
- Assist in coach onboarding, mentorship, and professional development
- Partner with the Athletic Director in evaluation processes focused on leadership, culture, and athlete experience

Athlete Experience & Access

- Advocate for student-athletes across all programs and levels
- Help remove barriers to participation and ensure inclusive practices
- Support systems that promote athlete well-being, sportsmanship, and growth
- Address student-athlete concerns with professionalism and care

Community & Stakeholder Engagement

- Support clear, proactive communication with parents, families, and community members
- Assist with building positive relationships with boosters, alumni, and community partners
- Help tell the story of all athletic programs—not just the most visible ones
- Represent the athletic department with professionalism and authenticity

Culture & Values Alignment

- Model the department's core values in daily interactions
- Help ensure consistency in expectations across all sports
- Support long-term culture building over short-term convenience
- Contribute ideas and solutions that elevate the entire department

*In addition, this position will be responsible for completing any duties as assigned at the discretion of school and/or district leadership.

DESIRED LEADERSHIP CHARACTERISTICS

The ideal candidate:

- Believes athletics is an educational tool, not just competition
- Values relationships, trust, and clear communication
- Is organized, proactive, and solution-oriented
- Is comfortable holding others accountable while maintaining positive relationships
- Understands the importance of consistency and fairness
- Enjoys working collaboratively within a leadership team
- Is visible, approachable, and respected by students and adults alike

QUALIFICATIONS

Required:

- Bachelor's degree (Master's preferred)
- Previous experience in athletics administration and/or coaching
- Strong organizational, communication, and interpersonal skills
- Knowledge of IHSAA rules and regulations (or willingness to learn)
- Ability to work evenings, weekends, and flexible hours

Preferred:

- Administrative licensure or athletic administration certification
- Experience in a large-school athletic setting
- Demonstrated commitment to culture-building and coach development