



Gibault Catholic High School, located in Waterloo, IL, was founded in 1966 and has a rich history of educational innovation while offering a college-prep experience in a faith-filled environment. The mission of Gibault Catholic High School is to provide a Catholic educational community that celebrates the dignity and uniqueness of every person, cultivates lifelong learning and the pursuit of excellence, fosters faith, inspires commitment to justice and service, and works to develop a life-affirming relationship to the world.

We are excited to introduce a new phase as we embark on a journey of transformation and growth. We are thrilled to introduce our revamped office staff with the positions listed below. Our commitment to excellence in education remains unwavering and this restructuring of our staff positions reflects our dedication to providing a faith-filled, student centered learning environment.

Since the roles now look different, all office positions are being posted as follows:

- Principal
- Faith Formation Coordinator
- Educational Success Coordinator
- Admissions and Advancement Coordinator
- School Administrative Assistant
- Business Manager
- Part time Athletic Director



GIBAULT CATHOLIC HIGH SCHOOL

501 Columbia Avenue | Waterloo, IL 62298 | P 618.939.3883 | F 618.939.7215 | www.gibaulthawks.com

**POSITION AVAILABLE:
PART TIME ATHLETIC DIRECTOR**

Gibault Catholic High School is seeking a dynamic and experienced individual to serve as our Athletic Director. This position will be a part time, year-round position that offers an exciting opportunity to lead and enhance our athletic programs, fostering a culture of excellence, sportsmanship, and personal growth among our student-athletes.

Responsibilities:

- Mentor, train, and evaluate coaches to ensure they adhere to the highest standards of coaching excellence.
- Oversee all aspects of the athletic program, including scheduling, budgeting, staffing, and facilities management.
- Promote the academic success, character development, and well-being of student-athletes, fostering a positive and inclusive team culture.
- Ensure compliance with all relevant regulations, policies, and procedures governing high school athletics, including eligibility requirements and safety protocols.
- Cultivate positive relationships with parents, alumni, community members, and other stakeholders to support and promote the athletic program.
- Collaborate with the advancement office to secure funding, sponsorships, and donations to enhance athletic facilities, equipment, and programs.
- Form relationships with feeder schools and provide opportunities for future students to participate in athletic events and competitions.
- Supervise athletic events and schedule additional coverage when needed.
- Notify school administrative assistant with necessary scheduling changes.

Qualifications:

- A deep commitment to Catholic education and the mission of Gibault Catholic High School.
- Minimum of 3-5 years of experience in athletic administration or coaching, preferably at the high school level.
- Strong leadership, communication, organizational skills, and detail oriented.
- Knowledge of athletic regulations, compliance standards, and safety protocols.
- Commitment to the holistic development of student-athletes, emphasizing character, sportsmanship, and academic achievement.
- Ability to work collaboratively with coaches, faculty, staff, and stakeholders to advance the mission of the school.

To apply:

Send cover letter, resume and a list of references to Diocese of Belleville, Office of Education, 222 South Third Street, Belleville, Illinois 62220 or email officeofeducation@diobelle.org. Employment is contingent on successful completion of a background check.

Applications are due by April 30, 2024