

Athletic Director listing

Wayne Country Day School seeks a committed, skilled, and energetic administrator to join our team. They will be responsible for leading the athletic department in alignment with our school's mission of preparation and formation of students for the world beyond college.

The ideal candidate possesses a passion for coaching and education, a team-oriented approach to collegiality, enthusiasm for creating and implementing an innovative program, strong interpersonal skills, and a deep knowledge of child development.

Major Duties & Responsibilities

- Communicate regularly with families about the program and expectations
- Utilize and maximize regular professional development opportunities.
- Participate in the school community, including faculty meetings
- To lead by activity and example, to develop, organize, supervise, and evaluate the entire program of intramural and interscholastic athletics for the entire school.
- To ensure that all coaches are performing their duties at the very highest level of professionalism.
- To ensure that all coaching positions are filled with competent coaches who are properly trained in all organizational and philosophical aspects of the athletic program. In this area, he or she will participate with the head of school and the administrative team in employment decisions and faculty assignments.
- To ensure the proper maintenance and security of all athletic equipment and athletic facilities, fields, and courts, working in coordination.
- To organize regular information on the various programs for public recognition of athletic achievement.
- To prepare, submit, and administer a budget each year to fund the athletic programs of the school.
- To provide the scheduling of all athletic contests, arrange for athletic transportation, and hire all game officials.
- To represent the school at various state, regional, and national athletic associations.
- To maintain records of team and individual athletic accomplishments.
- To maintain and revise the athletic handbook each year and set up appropriate meetings with the coaches to review the information and standards in detail.
- To help to organize and coordinate, with the principals of the three divisions, the off-campus athletic programs.

- To oversee the distribution, collection, cleaning, repair, and storage of all athletic uniforms and equipment.
- To ensure the health and safety of all students in the athletic program, to be responsible for it, and;
- To perform other duties as assigned by the head of school.
- To support the school and its leadership.

Knowledge, Skills & Abilities

- Knowledge of child development, best practices, and current trends in sports administration
- Demonstrated management skills
- Experience with diverse stakeholder groups
- Outstanding interpersonal, organizational, and communication skills
- Ability to integrate technology effectively

Qualifications

- Experience with High School Athletics
- An undergraduate degree is required. A graduate degree in education and/or a relevant discipline is preferred.
- Salary is dependent on experience. Benefits include generous paid time off, health insurance, retirement plan, and tuition discount for children of employees enrolled at the school.

Candidates should send the information listed below as a single pdf file to Barbara Baker at bbaker@waynecountryday.com:

- A cover letter, explaining your strengths as a candidate and why you are interested in the schools Athletic Director position.
- Résumé
- A statement describing your outlook and philosophy of sports and education