**EMPLOYMENT OPPORTUNITY**

**SEQUOYAH SCHOOL K-12**

**POSITION:** Director of Athletics (K-12)

**REPORTS TO:** Head of School

**JOB SUMMARY**

The K-12 Director of Athletics will provide leadership for the development, organization, implementation, and evaluation of the school’s middle and high school athletics program. The director will be responsible for setting program expectations and departmental objectives, regularly assessing and evaluating the various aspects of each team sport. As a member of the school’s administrative team, this position is expected to regularly interface with the wider school community and will provide leadership in establishing and maintaining positive school and community relations.

The K-12 Director of Athletics will take on other duties as assigned, and must be willing to work regular evenings and occasional weekends to fulfill responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Recruit, manage and supervise coaches for middle and high school athletic teams
- Oversee all aspects of scheduling and logistics including practices, home/away games, scheduling of referees, and vehicle transportation; assist in driving responsibilities, as required
- Serve as the liaison between the athletic department and operations and facilities staff at the school
- Order and maintain all sports equipment including issuing and return of team uniforms and gear
- Create and maintain an enrollment and permission slip process for all sports teams via the school’s online Family Portal system; establish and maintain an effective system for verifying student athletic eligibility
- Support coaching staff and chaperone student events, as needed
- Attend all league meetings throughout the school year and uphold league expectations for each sports season
- Oversee all external communications with coaches, student players, and parents, and serve as mediator, when necessary
- Coordinate safety programs and provide risk management training for all coaches and trainers
- Prepare annual athletics budget with school’s Chief Financial Officer, while managing and overseeing all team budgets
- Proactively work with the school’s risk management team to identify solutions for risk management issues related to the athletics program
- Review and regularly update athletic handbooks
- Other duties as required

**DESIRED EXPERTISE & EXPERIENCE**

- Demonstrated experience creating procedures and policies that enable and encourage the optimum performance of a school athletics program
- Demonstrated success conducting regular analysis and evaluation of a school athletics program, including development and implementation of short- and long-term recommendations
- Ability to recruit and effectively supervise all coaching staff and ensure performance at the highest level of professionalism
- Excellent interpersonal skills with experience working collaboratively with other directors, managers and external stakeholders to meet school goals and objectives
- Ability to develop, monitor, and adhere to budgets and production schedules
- Understanding of the value of diversity within a school environment

Sequoyah School has a rich history of diversity and seeks candidates to enhance that tradition. Sequoyah offers competitive salary and benefits. For more information about Sequoyah School, please see our website at sequoyahschool.org.

**TO APPLY**

Interested candidates, please email a cover letter along with your resume, with the title of this position as the “Subject” line, to recruitment@sequoyahschool.org.