

THE HARVEY SCHOOL

Director of Athletics Job Description

Position Summary

The Director of Athletics reports directly to the Head of School and is an educational leader and teacher at the school. The Athletic Director develops, manages, and supervises the school's physical education and athletic programs. Requires evening and weekend commitments.

Primary Duties and Responsibilities

- Develop, manage, and supervise developmentally appropriate athletic and PE programs in line with the school's overall educational mission and goals and accessible to all students.
- Work with the senior leadership team to continue to innovate and develop a strategic vision for athletics at Harvey.
- Represent The Harvey School in all league and athletic associations, including NYSAIS, FAA/MSFAA, HVAL, and NEPSAC, and attend all meetings.
- Schedule all middle school, junior varsity, and varsity contests for the school's 35 interscholastic teams.
- Ensure that all coaching positions are filled with competent and properly trained coaches.
- Supervise, develop, and evaluate all coaches.
- Prepare and implement the annual departmental budget.
- Oversee the distribution, collection, storage, upkeep, and replacement of all school athletic uniforms and equipment.
- Ensure that athletic fields and facilities are prepared for hosting athletic contests.
- Communicate with both students and parents regarding appropriate expectations for each level of competition.
- Ensure that all athletic equipment, facilities, fields, and courts are safe for daily use.
- Report athletic achievements for both individuals and teams to the Communications Office.
- Maintain accurate records of team and individual athletic statistics and accomplishments.
- Organize coaches' meetings at the beginning of each season to review expectations, guidelines, and rules of play.
- Distribute weekly facility schedule so coaches can plan practices accordingly.
- Schedule transportation for all away athletic contests.
- Secure the necessary number of qualified officials for each home contest.
- Review and revise the department handbooks annually.
- Distribute Parent-Student Handbook to team parents each season.
- Work with team captains to ensure that approved team spirit wear is available.

- Order and distribute athletic apparel for coaches.
- Update athletic website pages with schedules, locations, and results of all interscholastic games.
- Coordinate with athletic trainer to ensure that all student-athletes have turned in required forms/paperwork and completed the concussion baseline Impact Test.
- Perform other duties as determined by the Head of School.

Minimum Qualifications

- Bachelor's degree, ideally in physical education or a related field. Master's degree preferred.
- At least four years of relevant experience in an athletics-related role in an educational environment.
- Experience teaching and coaching different sports as well as different levels (middle school, junior varsity, varsity).
- Successful background working with student athletes and coaches.
- Outstanding interpersonal and communication skills, with a professional and empathetic approach.
- Willingness to be part of a collaborative environment and work closely with colleagues and parents.
- Strong organizational skills and attention to detail.
- Capacity to meet the physical demands of the role.
- Ability to communicate clearly and effectively, verbally and in writing.
- Positive attitude, flexible approach, and a sense of humor.

To apply for this position:

Please send a single PDF file that includes a cover letter, resume, and three references to employment@harveyschool.org. Please include the position title in the subject line.