



**JOB TITLE:** Athletic Director

**REPORTS TO:** Dean of Students

**CLASSIFICATION:** Exempt, Serves on the Secondary Leadership Team

At Marin Academy, our unique educational approach inspires teachers and students to work side-by-side every day immersing themselves deeply in their subjects while honing the ability to think critically and creatively. And because many voices are welcomed and encouraged at MA, our students cultivate the tools they need to live their lives fully—and the inspiration to contribute as compassionate citizens to our world.

Marin Academy, a mission-driven Bay Area leader in cutting-edge high school education, seeks a new Athletic Director. The primary responsibilities of the Athletic Director focus on the leadership of and partnership in three distinct areas: Interscholastic sports, the Wellness program, and the Physical Education requirements of the State of California. The Athletic Director will evolve these programs in accordance with Marin Academy's Strategic Plan, the 5 Competencies, our commitment to the Positive Coaching Alliance, and collaboration with the Wellness department. The Athletic Director will either coach on Varsity sport or teach in the Wellness program.

### **Leadership of the Athletic Program**

- Interview, hire/fire and supervise all coaches
- Distribution and collection of coaches' keys
- Evaluate coaching staff
- Meet with coaches on a regular basis including a pre and post season meeting to discuss goals, action items and season wrap ups
- Mediate between coaches and players, coaches and coaches, parents and coaches
- Supervise professional development opportunities for the athletic staff
- Set policies and expectations for coaches – Coaches Handbook
- Monitor coach clearance process and certifications; school Positive Coaching Alliance, legal, CIF, state law
- Directly supervise and evaluate Associate Athletic Director, Athletic Trainer, Strength and Conditioning Coach
- Budget for 19 sports; 35+ program levels
- Monitor budget; audit coaching stipends
- Prepare/process waivers for all transfer students; monitor the waiver process in each specific instance
- Monitor athletic eligibility 4 times a year on all students participating in interscholastic athletics as required by NCS
- Interface with faculty and staff to support student-athletes

- Supervise students on probation
- Works with Dean of Students on student disciplinary recommendations and enforcement

### **Administrative and League Responsibilities**

- Promote home games with announcements at assemblies, TW@MA and during Admin meetings
- Attend all BCL athletic director meetings, NCS meetings, Board of Governor Meetings, and Board of Managers meetings as necessary (as proxy for Head of School)
- Build positive working relationship with fellow athletic directors
- Ensure facilities and help are in place for hosted non-league, league and NCS events
- Ensure presence of administrators onsite for all home games
- Develop and manage athletic budget in coordination with the Business Office
- Purchase all equipment and uniforms
- Work with Director of Maintenance to maintain all athletic facilities

### **Partnership in Mind, Body, Brain Wellness Program**

Work with the Chair of the Wellness Department, Strength and Conditioning Coach and Athletic Trainer to coordinate all aspects of Wellness Program

- Research and benchmark similar programs to define the MA program
- The Strength and Conditioning Coach and ATC are direct reports for Wellness Program activities
- Lead specific individual programs within Wellness Program

### **Other Leadership Responsibilities**

- Work with the Admissions Office to promote athletics during the admissions process (i.e. participate on Ad. Com., manage athletic booth at Open Houses)
- Maintain athletic databases and athletic history
- Organize and present annual and seasonal coach's meetings
- Arrange for Positive Coaching Alliance to present during Welcome Day for incoming students and families
- Collect, organize and monitor completed eligibility paperwork
- Act as a liaison between families and NCS office to help guide them through the process
- Develop and distribute school's no Play Dates to coaches and league office
- Ensure that the school meets Title IX standards
- Attend practices and contests as necessary
- Member of the athletic committee that identifies and nominates Marin Athletic Foundation Recipient and MA's Outstanding Sport Persons
- Administer and coordinate Student Athletic Leadership Committee

## **Parent Relations**

- Attend all Booster Club meetings
- Work with Team Parent Coordinator to recruit, train, and develop team parents
- Field and negotiate all parental concerns brought to office
- Work Closely with the MAPA Athletic Banquet Co-Charis to plan Athletic Banquet

## **Public Relations/Program Visibility/Communication**

- Develop positive relationship and work with community organizations such as San Rafael, CYO basketball, Tamalpais Swim Program, etc. to boost Marin Academy image and contacts
- Support the Associate Athletic Director in maintaining the athletic website
- Follow school protocol in dealing with parent/student complaints; facilitate meetings between parents and others; mediate disputes as necessary; with the Dean of Students to implement consequences as necessary
- Communicate with the local media to promote MA athletics

## **Committee Responsibilities**

- Serves on the Infrastructure Committee of the Board of Trustees
- Serves of the School Safety Committee

Marin Academy is situated on a 10-acre campus at the base of the hills of San Rafael, CA in the San Francisco Bay Area. As a 9-12 grade independent, college preparatory high school, we have an enrollment of 440 students with academic talent, interest in the arts and athletics, and a passion for a multitude of issues. Our students come from San Francisco, the East Bay, and Sonoma in addition to Marin County. Marin Academy has a block schedule in which classes meet every other day for 75-minute periods.

Marin Academy's mission statement "asks every individual to think, question, and create in an environment of encouragement and compassion, and challenges each person to accept the responsibilities posed by education in a democratic society." Marin Academy is an equal opportunity employer committed to excellence through diversity.

Interested candidates should send a resume and cover letter to Lynne Hansen, Dean of Students at [lhansen@ma.org](mailto:lhansen@ma.org).

For more information about Marin Academy, please visit our website ([www.ma.org](http://www.ma.org)).