



Assistant Athletic Director and Middle School Athletic Coordinator Position Profile

Carrollwood Day School is seeking an engaging and passionate educator/administrator to join our Athletics and Middle School team as our new Assistant Athletic Director and Middle School Athletic Coordinator. The ideal candidate will be a natural team player, will be highly organized and will inspire student athletes every day. This full-time 12 month position will begin Summer, 2023.

Carrollwood Day School is a progressive International Baccalaureate (IB) independent school located in North Tampa, FL. Since its beginning in 1982 as an early childhood center, Carrollwood Day School has grown to serve students from age two through 12th grade. CDS is recognized nationally for its academic excellence and its innovative school-wide emphasis on character development.

The **vision of Carrollwood Day School** is to build a community prepared and inspired to better the world. We provide strong character-based education emphasizing problem-solving skills and philanthropic understanding. Our students are prepared to be world leaders using the International Baccalaureate Programmes, cutting-edge technology, creative arts, and competitive athletics. Most importantly, CDS fosters the development of the entire student not only in academics, but also ethically, emotionally, and through social experience. Our goal is to help students discover and develop their own talents and interests and use these to better the world and themselves.

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

The Position of Assistant Athletic Director and Middle School Athletic Coordinator:

Assist the Athletic Director in all facets of the administration of the athletic program at CDS. The Assistant AD will understand and enforce FHSAA rules and regulations, Florida West Coast League rules and regulations. The Assistant Athletic Director will oversee the day to day operations of the Middle school Athletic Program.

Job Responsibilities:

- Oversee the day to day operations of the Middle School Athletics Program
- Assist with, and in the absence of the AD serve as the official CDS administrator on duty, for on-site game administration during athletic events
- Participate in the planning and execution of the coaches training seminar at the beginning of the year
- Maintain records of coach's contracts and assist head coaches with administrative duties
- Assist the Athletic Director in development and implementation of annual budget
- Work with HR to oversee paperwork of new staff members (i.e., background check, fingerprints, employee application, and information sheet).
- Assist Athletic Director in identifying and hiring of Middle School coaches who are the most qualified candidates and individuals who meet the criteria of the CDS Mission and Values

- Assist in the procurement and scheduling of off campus facilities
- Oversee daily/ weekly changes to the athletic schedule, with emphasis on managing the MS schedule
- Attend any FHSAA scheduling meeting not attended by coach or Athletic Director, as assigned
- Assist in securing and managing all athletic facilities on and off campus
- Supervise and assist coaches with distribution and collection of equipment and uniforms
- Assist with plan of uniform and equipment replacement
- Be the primary athletics contact for all Middle School coaches, parents, and student-athletes
- Work directly with all Middle School programs to ensure they are meeting the needs of both the novice and experienced player and can appropriate challenge and develop all athletes
- Assist in the scheduling and coordination of Middle School team transportation to off campus venues
- Attend the FHSAA Compliance Seminar at least once every two years
- Be a role model of integrity and professionalism
- Maintain competency, comply with, and support and enforce all current CDS and FHSAA rules, regulations, policies and requirements
- Have a working knowledge of all items within the athletic department. This includes the Hayes Family Gym sound system, scoreboard, lights, and concession stand. It also includes the Wagner Athletic Complex sound system, scoreboard, lights and concession stand.
- Return phone calls and emails within 24 hours of receiving them. (Monday morning if over a weekend)
- Work the the AD and Varsity Head Coaches to regularly observe and evaluate Middle School coaches
- Coach a Middle School team as needed
- Provide a culturally and physically safe and open environment for learning and experimenting through a variety of materials, tools, and techniques
- Model and promote the value of “failure” as a learning experience
- Serve on the Middle School Administration Team
- Communicate with the Director of Marketing to champion and promote the Middle School Athletics Program
- Commit to keeping current in professional learning practices and educational research related to athletics administration and physical education
- Be a team player; cheerfully participate in and/or assist with other duties and routines regularly part of a Middle School and Athletics environment

Qualifications:

- Bachelor’s Degree required
- Master’s Degree in a related field preferred
- Previous experience as an athletic administrator preferred
- Must possess the ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.
- Ability and willingness to coach a sport or sports
- Strong understanding of the academic, social, and emotional development of Middle School aged children
- Have a passion for teaching and learning with adolescents
- Strong collaborative skills and eagerness to work with colleagues
- Proficiency in the Google suite of products (docs, sheets, drive, etc.)
- Demonstrated organizational and logistical skills
- A valid FL drivers license with an acceptable driving record
- Excellent verbal, written, and presentation communication skills

- A high degree of professionalism, collegiality, and personal conduct both in and outside of school
- Ability, willingness, and judgment to interact and communicate positively and effectively with all constituents in a school environment
- Ability and willingness to work evenings and weekends, and travel regionally
- Enthusiasm and commitment to the vision and mission of the School

Physical Requirements and Work Environment:

- Regularly uses close and distance vision
- May work at a desk and computer for extended periods of time
- May stand and walk for extended periods of time
- May work evenings and weekends
- Ability to visually and audibly locate students under their supervision
- Ability to actively circulate throughout the diverse campus environment
- Regularly works in both inside and outside environments and a variety of weather conditions
- May be subject to fumes and loud noises
- Ability to occasionally lift, push or pull up to 30 lbs
- Ability to stand, sit, walk, bend, reach, squat, kneel, twist and turn, climb stairs, and reach overhead

Compensation includes a comprehensive employee benefits package; CDS offers a competitive salary commensurate with background and experience.

Qualified candidates should send resume and statement of interest to Barry Chamberlin, Athletic Director: bchamberlin@carrollwooddayschool.org and Anita Pittman, Director of Human Resources: apittman@carrollwooddayschool.org