



## Director of Athletics

### **Who We Are**

A faith-based independent school located in Rancho Santa Margarita, St. John's Episcopal School is committed to the full intellectual, spiritual, and physical development of students from two years old through eighth grade. Our integrated, project-based program focuses on STEAM, student engagement, character education, and leadership development in a nurturing learning environment, cultivating students who joyfully embrace lives of service and purpose.

### **Our Ideal Candidate**

St. John's seeks innovative, exemplary Director of Athletics who is deeply committed to educational best practices and who share our vision of making St. John's the premier independent school in Orange County. This is a year-round fulltime position and will report directly to the Head of School. The Director of Athletics plans, organizes, and oversees the athletics program ensuring that the program objectives mirror the school's mission, values, and culture.

The ideal candidate possesses a demonstrated ability to collaborate with colleagues; successfully led an athletics program through program philosophy, procedures, and curriculum, making changes as needed to ensure overall effectiveness. Demonstrated ability of leadership and supervision of coaching staff. Comfortable working closely with Division Heads, and Head of School to create and promote balanced extracurricular and sports programming with a focus towards student wellness. The duties listed below are representative of the general duties of the role and are not an exhaustive list, as additional duties and responsibilities may be assigned.

**Reports To:** Head of School

**Start Date:** July 1, 2024

### **Essential Functions**

- Organizes and oversees the athletics program ensuring that the program objectives mirror the school's mission, values, and culture.
- Oversees the establishment of athletics program philosophy, procedures, and curriculum, making changes as needed to ensure overall effectiveness.
- Develops relationships with coaches, leagues, and participants external to St. John's to develop and foster long-term relationships with the school.
- Develops a comprehensive plan to promote and implement athletic experiences for students at St. John's in grades K-4.
- Is active in the community to enhance the admissions funnel of St. John's Episcopal School.
- Handles negotiations with conference officials, etc. and attends conference meetings as required or as needed.
- Supervises the Athletic Coaching staff and mentors coaches to provide the ultimate St. John's experience.

- Collaborates with colleagues and students to resolve scheduling conflicts.
- Coordinates and oversees the recruitment, selection, supervision, hiring and retention of athletics coaches.
- Assists in maintaining congruency between the school's approved Mission Statement, the Strategic Plan and Financial Plan and all activities of the Athletics & Physical Education department.
- Supports and adheres to school policies in all areas of the school's operation.
- Supports the Employee and School Handbooks and assists with revisions and updates, when necessary, of the school's fundraising policies and procedures.
- Is assessed through the Professional Growth and Evaluation Program.

### **Essential Tasks**

- Directs all aspects of athletics programming; handles negotiations with conference officials; attends conference meetings as required or as appropriate.
- Assists with the development and implementation of curriculum and helps with instruction for physical education classes.
- Coordinates and oversees the recruitment, selection, supervision, evaluation and development of athletics coaches.
- Develops guidelines for athletics schedules as posted on the school's website. Oversees the athletics scheduling to ensure an appropriate competition schedule for each athletics team.
- Serves as liaison to Parent Teacher Fellowship (PTF).
- Works with the Chief Financial Officer to plan an effective annual athletics budget.
- Contacts parents as needed to relay athletic faculty concerns about serious discipline, academic or performance problems with students.
- Oversees the preparation of sports publicity and information materials that enhance participation and accurately inform participants, spectators, and the public.
- Oversees athletic materials for the school's website.
- Interact with parents, students, visitors, and all others professionally and collegially.
- Develops, researches, and attends professional development.
- Actively participate in the life of the school where appropriate and relevant to the priorities of the physical education and athletics department.
- Knowledgeable about *Veracross* and/or other school management software programs.
- Completes various tasks related to the employee's yearly goals and the school's Strategic Plan and financial plan.
- Manages departmental budgets and provides direction to faculty/staff for professional development opportunities.

### **Qualifications**

- Bachelor's degree; master's degree in athletic administration preferred.
- Minimum of five years teaching and athletics coaching experience in an independent school environment.

- Ability to use basic office equipment.
- Ability to think and plan strategically and creatively.
- Ability to supervise and manage multiple functions and activities.
- Ability to remain calm, flexible, and work effectively under pressure.
- Skilled at negotiating and entering into contracts with external vendors.
- Customer service oriented.
- Ability to work effectively as a team member.

#### **Physical Requirements and Work Environment**

- Ability to lift up to 35 lbs.
- Ability to work outdoors and in a climate-controlled environment
- Ability to be mobile up to 8 hours per day
- Visual acuity both near and far
- Stooping, bending, kneeling, standing, walking, reaching, grasping, pushing, and pulling

#### **Compensation**

- Anticipated salary is \$85,000–\$95,000, depending on education and experience

#### **Benefits for Full-Time Employment**

- Medical and dental insurance, with employee-only monthly premiums for certain plans paid fully by the school
- Employer-paid life insurance
- Employer-paid pension plan, with full immediate vesting and limited match
- Vacation and health leave
- Paid school holidays
- Tuition remission for children of faculty/staff

#### **How to Apply**

All applicants will need to complete the online application on the St. John's Career Opportunities web page ([www.stjohns-es.org/partner-with-us/career-opportunities](http://www.stjohns-es.org/partner-with-us/career-opportunities)). All applicants are encouraged to provide supporting documentation, such as copies of degrees, teaching credentials, or other special certifications.