Position: Athletic Director
Reports to: Upper School Principal
Type: Regular, full-time, exempt, salary
FTE: 1.0 FTE
Location: Downtown campus, 224 Queen Emma Sq.
Start Date: July 1, 2024

Position Overview

St. Andrew’s Schools is seeking a passionate and dedicated Athletic Director. The Athletic Director will be responsible for planning and maintaining a program philosophy that is in alignment with the St. Andrew’s Schools’ mission and values statement, administering all athletic programs associated with St. Andrew’s Schools, including the Interscholastic League of Honolulu (ILH), PAC 5, combined school teams, and the Christian School Athletic League (CSAL). Hiring and ensuring that all the coaching positions are filled with qualified coaches trained in all organizational and philosophical aspects of the athletic program.

The Athletic Director will embody St. Andrew’s Schools’ core values and professional behaviors. This position reports to the Upper School Principal.

Essential Duties

- Oversee, review, and update athletic department policies.
- Work with the Upper School Principal to ensure that all coaching, support, and volunteer positions are filled with qualified individuals properly trained in the athletic program’s administrative, organizational, and philosophical aspects.
- Define the job duties, recruit, recommend for hire and termination, and supervise sports coaches and gym managers.
- Coordinate the coaches’ and gym manager’s payroll with the Director of Finance.
- Develop and manage the athletic budget for coaching salaries, equipment, league, and game fees.
- Purchase, deploy, and maintain athletic equipment and provision of athletic uniforms.
- Schedule and plan athletic facilities for sports practices and games.
- Maintain the order of athletic equipment. Report athletic facility schedule to operations and complete maintenance requests to address facility maintenance and cleaning needs.
- Keep current and comply with school, league, state, and NCAA laws, rules, and policies.
- Represent St. Andrew’s Schools, serve as the primary contact, perform duties, and attend all athletic director meetings, workshops, or conferences required by the Interscholastic League of Honolulu (ILH), HHSAA, and PAC 5.
● Work with school administrators to monitor the student PE credits earned through Junior Varsity and Varsity sports participation and eligibility and compliance to compete in the ILH, PAC 5, and HHSAA.
● Keep current and conduct ImPact Concussion testing for high-contact sports.
● Schedule competitions and minimize conflicts with other school programs, including academic days.
● Collaborate with the upper school principal to celebrate student athletic achievements through athletic awards and recognition to reinforce students’ contributions to the school community.
● Acquire a commercial driver’s license (CDL) and drive students to practices and competitions on school buses during weekdays.
● Arrange and supervise transportation to practices and games. Travel with and supervise teams or individual students who travel off-island for state tournaments.
● Collaborate with the Director of Admissions and Communications to promote the athletic program, events, team scores, league position, and athlete recognition and awards with the Director of Admissions and Communications to promote SAS athletics through eNews and the school website.
● Participate in school emergency planning; inform coaches and gym managers about emergency procedures on and off campus.
● Attend Commencement, school programs, events, professional development, and orientation required by the Head of School.
● SAS Athletic Director may be asked to teach a limited number of Physical Education-related classes as needed.

The Athletic Director will facilitate the athletic program aligned with St. Andrew’s Schools’ mission, vision, and core values and establish authentic relationships with students. The Athletic Director is knowledgeable about adolescent children’s physical, intellectual, social, and emotional developmental stages.

The Athletic Director is professional, collaborative, and supportive of the School through her/his contributions and participates actively in professional development opportunities and reflective teaching practices. S/he is committed to working with all students and celebrates the diversity of St. Andrew’s Schools as reflected in our students, faculty, staff, and extended ‘ohana. Employees at St. Andrew’s model flexibility, resilience, integrity, moral courage, a growth mindset, mindfulness, and technological competence to our students in and outside the classroom.

Qualifications and Requirements

Education: BA or MA in Physical Education,

Experience: Sports management, or closely related fields.

Technology skills:

- iOS operating environment
- MacBook Air devices
- Google Office Suite
• Microsoft Office Suite
• Student information systems
• Education applications for the classroom

Hiring Requirements:

• Mandatory background check: Employment is conditional until the successful completion of a background check, which requires the employee to have their fingerprints scanned electronically.
• Online training to prevent child sexual abuse is required upon hire.
• Recommend COVID-19 and flu vaccinations.

Compensation and How to Apply

Salary: Based on education and years of experience and ranges between $60,000-$70,000 annualized

Benefits: Medical, prescription, dental, and vision benefits, a 403(b) retirement plan, a flexible spending account, group life insurance, professional development, parking or bus/ Biki pass, and paid sick leave and personal days, and school breaks.

How to apply: Email a letter of interest, resume, and three professional references’ names and contact information to employment@standrewsschools.org. Letters may be addressed to “Members of the Search Committee.” Include “St. Andrew’s Schools Athletic Director” in the subject line. All submissions will be received in confidence.

Deadline to apply: Applications will be accepted until the position is filled.

About St. Andrew’s Schools

For more than 150 years, St. Andrew’s Schools has developed tomorrow’s courageous and compassionate leaders. In 1867, the great royal Hawaiian leader, Queen Emma Kaleleonalani, a visionary and transformational thinker, established St. Andrew’s Priory, the oldest girls’ school in Hawai‘i. An enduring testament to her towering vision to educate the Hawaiian people, St. Andrew’s Schools has grown to include The Prep, a K-6 boys’ school, and Queen Emma Preschool (The Preschool) for boys and girls ages two to five.

Our personalized educational program allows students to uncover their unique strengths, passions, and interests through discovery, practice, creation, and self-reflection. Our emphasis on social, emotional, spiritual, and cognitive learning sets the stage for children to cultivate healthy habits of mind, body, and spirit that position them to live a life of learning and good health.

Our K-12 education program in downtown Honolulu is the only coordinate school system in Hawai‘i. We offer two single-sex schools on the same campus. Our girls (The Priory, K-12) and boys (The Prep, K-6) are educated separately in the classroom yet can socialize together on campus. Coordinate schools recognize that the social and emotional experiences that children
have in schools shape their learning – and ultimately affect how they think and act. By understanding and embracing the differences between boys and girls, we create the conditions for all students to learn and grow. Our students readily venture past societal expectations or stereotypes to reach their full promise. Students learn deeply, stay curious, are hopeful about the future, and understand how to lead themselves and others with a compassionate and courageous heart.

**Equal Opportunity Employment**

St. Andrew’s Schools is an equal-opportunity employer and makes employment decisions based on merit and business needs. St. Andrew’s Schools does not unlawfully discriminate on the basis of race, color, religion, ethnicity, ancestry, national origin, citizenship, veteran or military status, sex, sexual orientation, or gender (which includes gender identity or gender expression), reproductive health decision, pregnancy (including childbirth or related conditions and lactation/breastfeeding), marital status, age, physical or mental disability, genetic information, taking or requesting statutorily protected leave or other benefits, arrest, and court record, credit history or credit report, status as a domestic or sexual violence victim, or any other basis protected by federal or state laws, regulations, and/or any executive order, except as allowed by law. To learn more about our school, please visit www.standrewsschools.org.