



# Director of Athletics

## Position Statement

# Leadership Opportunity

Located in Pasadena, California, Westridge is a forward-thinking independent girls' school for grades 4-12 that emphasizes adventurous thinking, courageous and compassionate leadership, and equity and inclusion. We believe deeply in the transformative power of athletics in strengthening leadership and collaboration skills, maintaining healthy mind and body wellbeing, and building confidence, resiliency, and perseverance.

Westridge is seeking an enthusiastic and dedicated **Director of Athletics** who shares our passion and vision for women's athletics. Reporting to the Assistant Head of School for Strategic Priorities and Enrollment Management, this position oversees the development, implementation, and management of the athletics program for both the Middle and Upper School divisions. The Director of Athletics will foster a positive, inclusive, and competitive athletic environment that aligns with the school's mission.



# Mission & Values

**Westridge is a forward-thinking girls' school committed to developing intellectually adventurous thinkers and courageous, compassionate leaders.**

Westridge was built on a mission to provide gender equity in education, and since our founding in 1913, we have been a leader in girls' education, providing an unrivaled learning environment focused on girls' academic and personal development. Our program offers the challenge, freedom, and support girls need to become their best selves. This is the place where girls explore and take chances as they create their story.

It is in combination with our girls' school culture, our understanding of the deep connection between students' wellbeing and their ability to learn, and the change-the-world energy on our campus that student passions come to life. And it is here that students gain the knowledge and confidence to pursue them.

Our engaging and challenging curriculum prepares students to continue their education in college and beyond as thoughtful, engaged citizens who use their voices, both individually and collectively, to rise to their fullest potential. Essential to this work is the commitment to be a community that reflects and values diversity, respects individual differences, and responds to a dynamic world.

*An infinite space  
for unstoppable  
girls!*

## Core Values

Integrity    Responsibility  
Respect    Inclusion



## School Motto

*Surgere Tentamus. We Strive to Rise.*

# Westridge Athletics

MASCOT: **TIGER**



Rooted in our mission and part of a holistic educational experience, the Westridge Athletics program is shaped by the understanding that girls learn much more than physical skills through their participation in athletics. They develop courage while taking risks, strength while displaying finesse, competitive intensity while exhibiting generosity of spirit, and mental and physical endurance while training and competing. They benefit from the values of discipline, dedication, interdependence, and hard work derived from team participation. And through the collaborative experience of pursuing and attaining a common goal, they grow into leaders on and off the field, providing mentorship and acting as role models for younger students and teammates.



# Go Tigers!

Over the past decade, Upper School athletes have won an impressive array of honors, including 12 Prep League Championships, one California Interscholastic Federation Southern Section (CIF-SS) tennis championship, Interscholastic Equestrian League Overall High-Point School Team Championship, three CIF-SS quarterfinal appearances, three final appearances, and four trips to CIF State Championships.

Competitive athletics begin in Middle School with tournament and competitive teams in nine sports—the Tigers have brought home nine Middle School Independent League titles in the past decade. Lower School students also participate in non-competitive tournaments with area schools.

**65% of Upper School students participate in competitive athletics**

## Middle School Athletic Teams

Basketball  
Flag Football  
Golf  
Lacrosse  
Soccer  
Softball  
Swimming  
Tennis  
Track & Field  
Volleyball



## Upper School Athletic Teams

Basketball  
Cross Country  
Equestrian  
Flag Football  
Golf  
Lacrosse  
Soccer  
Softball  
Swimming & Diving  
Tennis  
Track & Field  
Volleyball  
Water Polo

# Athletics Facilities

## HOFFMAN GYMNASIUM



## YOGA STUDIO



## ROKUS ATHLETICS COMPLEX



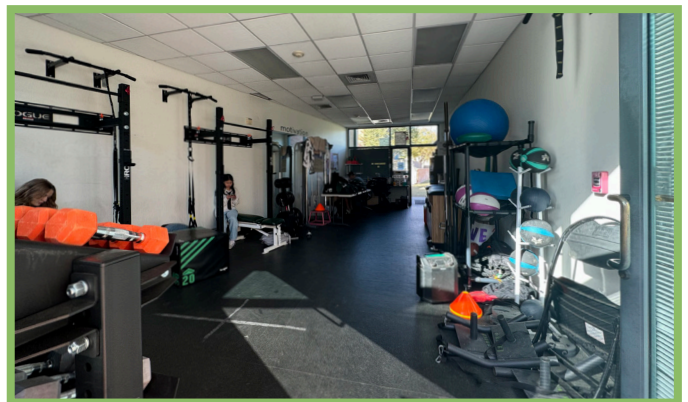
RICHARD N. FRANK ATHLETIC FIELD



RICHARD N. FRANK ATHLETIC FIELD



DANCE STUDIO



THE STUDENMUND FAMILY WEIGHT  
TRAINING ROOM

# The Position

## Program Leadership & Vision

- Develop a forward-thinking vision for the Westridge Athletics program that aligns with the school's mission and implement strategies to continually communicate, assess, enhance, and evolve the program grounded in the vision and mission.
- Provide key leadership in the regular assessment of the athletics program, budget allocation, coaching staff, and facilities.
- Establish goals and processes for coaches and students that are consistent and clear across the program.
- Create and support initiatives that celebrate and market Westridge Athletics and encourage school spirit and engagement from all community members, including students, parents, faculty/staff, and alums.
- Collaborate with the Physical Education department to evaluate and monitor the physical activity credit of our graduation requirement and exemption system.
- Embody the Tiger spirit by being the lead cheerleader of Westridge Athletics, both inside and outside our community, attending games and matches, being a visible presence at school events, promoting/marketing athletic successes, and representing Westridge with local and regional athletics leagues and organizations.

## Coaching & Staff Development and Management

- Recruit, hire, and supervise coaching staff for all middle and upper school teams.

- In addition to overseeing the coaching staff, manage the Athletics Coordinator and the Strength and Conditioning Coach.
- Ensure all members of the Athletics Department and coaches are supporting the vision of the athletics program and building sports programs that reflect the school's mission, values, and culture.
- Design and implement an ongoing training and support program for coaches that includes mentoring, professional development, post-season debriefings, and evaluation tied to clearly articulated standards.
- Supervise the Middle School Sports Coordinator to ensure successful implementation and execution of the competitive middle school sports program.
- Coach a team if needed or desired.

## Athlete Development & Leadership

- Support the physical, emotional, and social development of student athletes through providing mentoring and guidance on academic balance and personal growth.
- Foster a culture that develops the skills and habits of mind of healthy, successful, student athletes.
- Promote an environment that celebrates collegial, collaborative, and competitive athletics and good sportsmanship.
- Encourage values such as teamwork, sportsmanship, and leadership among student athletes, instilling a sense of pride and responsibility in representing the school.

# The Position (cont.)

## Equity & Inclusion

- Promote diversity, equity, and inclusion within the athletics program, ensuring all students feel welcome and supported, regardless of their background or athletic ability.
- Ensure equitable support, resources, and recognition for all teams and programs.

## Communication & Community Engagement

- Serve as the primary spokesperson for the athletics program, communicating effectively with students, parents, and the community.
- Promote athletic achievements and initiatives that marshal school spirit and support for Westridge Athletics and highlight the importance of girls' representation in sports.
- Work collaboratively with Tiger Club Boosters to increase engagement and support of the athletics program.

## Athletics Operations

- Develop and manage the athletics budget with support from the Chief Finance and Operations Officer, ensuring effective allocation of resources to support various sports programs and promote equitable opportunities for all athletes.
- Ensure adherence to safety protocols, athletic regulations, and school policies with a focus on health and wellbeing that is tailored to the needs of girl athletes.

- Oversee scheduling, logistics, and management of all athletic events and competitions.
- Organize tournaments, fundraisers, and community outreach initiatives that celebrate and support athletes.
- Develop and monitor guidelines and procedures for the operation of the athletics program in keeping with league and state requirements.
- Represent Westridge in all league matters.

## Collaboration with Faculty & Administration

- Work closely with school administration, faculty, and parents to support students in all aspects of their school life and to ensure that the athletics program aligns with the school's mission and values, fostering a cohesive educational environment.
- Partner with the Associated Student Body Coordinator, Dean of Student Activities and Auxiliary Programs, and Division Directors on student athletic leadership roles and opportunities.
- Collaborate with the Communications department on all matters of public relations, including news media, marketing/branding, merchandise, and social media.
- Partner with the Advancement Team to identify and cultivate donor opportunities.

# Qualifications

- Bachelor's degree; Master's degree preferred.
- Minimum of 5 years of experience in athletic administration or coaching, preferably in a school setting with a focus on girls' athletics.
- Excellent verbal, written, and interpersonal communication skills that support positive relationships and strong facilitation with a broad group of constituencies.
- Proven leadership skills with an emphasis on empowering young women.
- Strong and effective organizational and time management skills to support the successful management and oversight of a large department and budget.
- Ability to prioritize tasks and delegate responsibilities when appropriate.
- Strong knowledge of the landscape of women's sports, including current trends, challenges, and opportunities for athletes.
- Commitment to promoting diversity, equity, and inclusion within the athletics program.
- Ability to engage and communicate effectively with students, parents, faculty, and community members.
- Fluency in the college recruiting process to help student athletes and families navigate the college process.
- Ability to learn and follow league rules and regulations to ensure school is compliant in all areas.
- Adaptability and ability to function well in a high-paced environment that includes the need for long working hours, including evenings and weekends, for extended periods of time.
- Capacity for continual reflection and assessment of the athletics program, with the desire and ability to innovate and align the program with current best practices.

# Our Campus & Community

Situated in beautiful Pasadena, California, home to the world-famous Rose Bowl and Rose Parade, Jet Propulsion Laboratory, and Caltech, Westridge has grown from the single house that constituted the whole of our school in 1913, to an expansive, park-like campus nestled in a quiet, residential neighborhood. Through the decades, we have acquired and maintained contemporary and historic architecture, including Pitcairn House, a craftsman built in 1906 by the influential early 20th Century architects Greene & Greene. Our unique blend of buildings designed by leading architects of the past and state-of-the-art structures like our Performing Arts Center and Willametta Keck Day Science Center, makes Westridge a dynamic learning environment.

A vibrant and diverse school community, Westridge balances challenging academics and a focus on leadership development with a priority on social emotional wellbeing, development of one's sense of self, values, and goals, and thoughtful consideration of individuals' responsibilities to others and the world.

Westridge students graduate well-prepared and excited for whatever college experience they have chosen. Our matriculation list is as varied as our students. Graduates enroll in Ivy League institutions, public research universities, small liberal arts colleges, D-1 athletics programs, music conservatories, international universities, and much more.



# Westridge: At a Glance



Westridge  
is home to

**550**  
students.

Lower School: **120**, Middle School: **130**,  
Upper School: **300**

Approximately

**1/4**

of students  
receive financial aid.

Students join Westridge from 80  
different zip codes across  
Los Angeles, and

**180**  
schools.

50.1% from public & charter schools  
49.9% from independent & private schools

In the middle and  
upper divisions,  
the average class size is

**15**  
students.



Westridge has an

**8:1**

student to faculty ratio.



**21%**

of Westridge students come from  
**historically underrepresented  
Black/African American and  
Latine populations.**

70% of the student body  
self-identifies as students of color.

# To Apply

## COMPENSATION

This is a 12-month, full-time, exempt position and is eligible for Westridge's comprehensive benefits package that includes paid time off, medical, vision, dental, and generous retirement plan. Occasional travel may be required. Salary range is \$130,000 to \$160,000 depending on experience and qualifications.

Westridge School has engaged **The Finney Search Group** to provide candidates for the Director of Athletics role. All interested individuals are encouraged to send a **resume** and a **statement of athletic/educational philosophy** to:



[www.thefinneysearchgroup.com/westridge-ad-application](http://www.thefinneysearchgroup.com/westridge-ad-application)

**The deadline to apply is Friday, January 3, 2025.**

Westridge School is an equal opportunity employer. Applicants are evaluated without consideration of race, color, religion, gender, national origin, age, sexual orientation, marital status, disability, veteran status or any other characteristic protected by applicable law. For more information, visit [www.westridge.org](http://www.westridge.org).

