

ASSISTANT ATHLETIC DIRECTOR

The Role

The Assistant Athletic Director supports the Director of Athletics in the daily operations and strategic execution of the athletic program. While the role is primarily operational, the person will also serve as the Athletics Council on Leadership (ACL) Advisor, along with the Athletics Director. This Advisor role partners with the Assistant Head of School for Student Life and the Leadership Coordinator to ensure an impactful athletics leadership group. The Advisor will guide, question, and cultivate student responsibilities so they can thrive as responsible and empathetic leaders in the community.

Operational Responsibilities

- Manage and coordinate all interscholastic athletic schedules for practices and competitions across all High School teams, ensuring optimal use of on-campus facilities, while minimizing scheduling conflicts.
- Serve as the primary point of contact for seamless logistical execution of external and internal athletic communications, ensuring the timely dissemination of team results and news to the Communications Team and other stakeholders as appropriate.
- Develop and maintain a comprehensive system for record-keeping of all team statistics, individual athlete achievements, and historical athletic data.
- Collaborate with the Strategic Operations Team and the Events Team on the planning and execution of home athletic events.
- Serve as the Administrator-on-site for playoff games and as required during the regular season.
- Collaborate with the Director of Human Resources for the following: 1) ensure background clearances prior to the coach's first day, 2) confirm coach compliance with all mandatory training, 3) assist with the onboarding and orientations, as needed.
- Administer coaching evaluation surveys at the end of every season and make recommendations for improvements.
- Serve as key deputy for the Director, representing the School and Director at internal and external events, as needed.
- Attend all required meetings.

ACL Responsibilities

- Ensure the students understand the vision and purpose of the ACL program.
- Collaborate with the Athletic Director to draft all essential documents for the programs, updating as appropriate.
- Ensure the program has met all the Student Life expectations and requirements, while properly following protocol.
- Act as the School liaison for the leadership group, keeping the Assistant Head of School for Student Life and the Leadership Coordinator informed of the group's activities.
- Highlight new perspectives and directions and assist with the development of insight into programs.
- Provide consultation on programs, offering ideas freely without dominating program planning and decision-making.
- Advise, listen, and guide students on how to conduct and plan activities.
- Serve as the Supervisor for all meetings and onsite and offsite events.
- Oversee the selection of officers, committee chairs, and members, as well as ensure that they understand and carry out their duties, while maintaining adequate records.
- Inform the officers of policies, the importance of the policies, and the channels to be followed for exceptions or revision considerations.

Skills and Qualifications

- 5+ years of experience in athletics administration and a bachelor's degree are required.
- A passion for students and sports.
- Demonstrated success in scheduling and planning of athletic events.
- High energy and enthusiasm to authentically promote Flintridge Prep and serve as its ambassador to the community.
- Dynamic interpersonal skills, with the ability to engage and collaborate with colleagues.
- Active and genuine listener with excellent verbal and written communication skills.
- Motivated self-starter, strategic thinker, with agility and initiative.
- Strong organizational skills for multitasking and prioritizing responsibilities to manage competing deadlines.
- Solid working knowledge of Microsoft Office Suite (Word, Excel, OneNote, PowerPoint), Zoom, and web tools. Testing is required as part of the interview process.
- Ability to travel locally and work evenings, weekends, and varied shifts.



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Salary & Benefits

This position is full-time, onsite, and year-round with a salary of \$95,000 to \$100,000, depending on skills and experience.

To Apply

Candidates are invited to submit a letter of interest and resume via email to:

Jamie Kidwell

Director of Human Resources
Flintridge Preparatory
School
prephr@flintridgeprep.org

Applicants will be considered for positions without regard to their actual or perceived race, religious creed (including religious dress or grooming practices), color, national origin or ancestry (including native language spoken), physical or mental disability (including HIV or AIDS), medical condition (including cancer or genetic characteristics), genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation and related medical conditions), gender (including gender identity and expression), parental status, age (forty (40) and over), sexual orientation, Civil Air Patrol status, military and veteran status, citizenship, immigration status or any other consideration protected by federal, state or local law.