

Rabun Gap-Nacoochee School

Job Title: Athletic Director

Reports To: Assistant Head of School for Academic Affairs

FLSA Status: Exempt

Classification: Full-time, 12-month

Position Overview:

The Athletic Director provides strategic leadership, oversight, and management of Rabun Gap-Nacoochee School's comprehensive K-12 athletic program, which includes approximately 20 varsity sports and 7–10 middle school programs. As a member of the Operational Leadership Team, the Athletic Director plays a critical role in aligning athletics with the school's mission, values, and commitment to student development.

This position is responsible for the overall administration of the athletic department, including program development, personnel supervision, budget management, scheduling, compliance, and student-athlete experience. The Athletic Director works collaboratively across divisions and departments to ensure that athletics serve as an integral component of the Rabun Gap student experience, supporting character development, teamwork, and competitive excellence.

The Athletic Director also serves as the primary liaison to athletic associations, external partners, and the broader community, while supporting college placement pathways for student-athletes and advancing the school's visibility and reputation through athletics.

Responsibilities:

- Provide strategic leadership and vision for the K–12 athletic program, aligning all offerings with the school's mission, core competencies, and commitment to student development
- Promote and uphold a culture of sportsmanship, integrity, and respect, ensuring that all athletic programs reflect the values and character of the Rabun Gap community
- Supervise, support, and evaluate all coaches and athletic department staff, including hiring, onboarding, and professional growth, while fostering a culture of accountability, collaboration, and excellence
- Oversee all aspects of athletic operations, including scheduling, transportation, event management, and game day logistics across middle and upper school programs
- Manage the athletic department budget in full partnership with the Chief Financial Officer, including planning, tracking, purchasing, and reconciliation
- Ensure compliance with all conference, league, and state athletic association rules, while serving as the primary liaison for scheduling, communication, and participation
- Collaborate closely with division heads and academic leadership to support student-athlete balance, eligibility, and overall student success
- Work in partnership with the Assistant Head of School for Student Life to ensure alignment in scheduling, supervision, and the overall student experience, particularly in balancing athletics within the broader residential and co-curricular program
- Partner with the Creative Director of the Arts to support a collaborative and collegial approach to scheduling, facilities use, and the shared experience of student-athletes and student-artists
- Support student-athlete development and college placement pathways through relationships with college programs, scouts, and recruitment networks

- Collaborate with the Director of Facilities to support the scheduling, maintenance, and long-term planning of athletic spaces
- Partner with the Advancement Office and Communications team to support athletic fundraising, community engagement, and the promotion of program achievements
- Support afternoon, evening, and weekend athletic events as required
- Perform other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A Master’s degree in educational leadership, athletic administration, or related field
- 7-10 years of experience leading athletic programs or serving in athletic administration roles
- Demonstrated success supervising and developing coaches and staff
- Proven ability to manage complex operations, including scheduling, logistics, and multi-team coordination
- Experience overseeing and managing departmental budgets in partnership with team dynamics
- Strong collaborative leadership skills with experience working across academics, student life, and co-curricular programs
- Experience supporting student-athlete development and college recruitment pathways

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to see, talk, or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; and stoop, kneel, or crouch. The employee is occasionally required to use hands to finger, handle, or feel, and climb or balance. The employee must frequently lift and/or move considerable weight.

The employee must be flexible in the ability to work more than eight hours in a day or 40 hours in a week as necessary to complete duties and/or be available for parent or vendor conversations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.