



DIRECTOR OF ATHLETICS
LOUISVILLE COLLEGIATE SCHOOL

REPORTS TO:

Dean of Faculty

PRIMARY RESPONSIBILITIES:

Working closely with school leadership, athletic department staff, and coaching staff, the Director of Athletics is responsible for all aspects of the school's 5-12 interscholastic athletic program both internally and externally.

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- A bachelor's degree is required, advanced degree preferred;
- Prior experience teaching/coaching/administrating, preferably within an independent school;
- Understanding of the developmental needs of lower, middle and upper school student athletes;
- Collaborative spirit, both within the department and with external agencies;
- Flexibility, optimism, creativity, high expectations, and a growth mindset;
- Enthusiastic involvement in the entire school community;
- Proven positive working relationships with colleagues, students, and families;
- Excellent communication skills, both written and oral;
- A passion for all things athletics and a sincere understanding of the value of athletics for students;
- Proven organizational skills.

ADDITIONAL RESPONSIBILITIES AS REQUIRED:

- Hire and evaluate all members of the coaching staff and athletic office staff;
- Train the coaching staff in all organizational and philosophical aspects of the athletic program;
- Ensure the proper maintenance and security of all athletic equipment and athletic facilities, fields and courts, working in coordination with the Director of Facilities;
- Work in a collaborative manner with the Dean of Faculty, division heads, and Fine Arts Department Chair to maintain a student athlete calendar that supports academics, arts, and athletics;
- In conjunction with the Dean of Faculty, division heads and coaches, oversees the athletic probation of all student athletes that are academically ineligible to practice or play;
- Coordinate effective communication with school constituencies concerning athletics, including maintenance of the school's web pages devoted to athletics;
- Promote the athletic program with internal and external constituencies, working in coordination with the Director of Communication and Advancement Office;
- Prepare, submit, and administer a budget each year to fund the athletic program;
- Oversee scheduling of all athletic contests – including necessary transportation and officials;
- Oversee rental of athletic facilities, fields and courts to external constituencies;
- Represent the school at various state, regional and national athletic associations;
- Maintain and revise the coaches' manual each year, ensuring annual review with all members of the coaching staff;

- Oversee the distribution, collection, cleaning, repair, and storage of all athletic uniforms and equipment;
- Address athlete and parent concerns in a professional, empathetic and responsive manner;
- Provide routine, accessible and comprehensive communication to all community members on matters related to the athletic program;
- Maintain an accessible and a visible presence at athletic competitions and other school events;
- Ensure the health and safety of all students in the athletic program;
- Support the school, its mission, and its leadership; and,
- Perform other duties as assigned by the Head of School.

March 7, 2019