



Athletic Director

Job Position Statement

The Field School is a coed, college-preparatory, 6-12 school in Washington, DC recognized for its approach to education, and its ability to meet the needs of a wide range of learners. The school enrolls around 370 students. Field has a competitive, inclusive and ambitious athletic program. All students are required to participate in sports and nearly all teachers at Field are coaches. Field aims to get the best out of its athletes by offering a wide variety of options, which allows students to explore and develop all of their athletic talents, abilities, and interests. With over 70 league championships, Field strives to best its competition while maintaining the integrity and sportsmanship that characterizes Field.

Position Term, Equivalency and Reporting Structure:

This is a full-time, 12 month, exempt position that does not include teaching.

Position Description:

The Athletic Director is charged with ensuring that Field's athletic program is meeting the mission of the department and of the school. In collaboration with the Dean of Students, and the Assistant Head of School, the Athletic Director will provide strategic vision on staffing, programming, and scheduling to ensure mission fit. The Director evaluates coaches on their performance and guides students through our athletics program. The Athletic Director is responsible for overseeing the day to day and big picture operation of the Athletic Department.

Duties and Responsibilities:

- To lead, develop, organize, supervise and evaluate the entire program of interscholastic and intramural athletics for The Field School.
- To ensure that all coaches are performing their duties at the very highest level of professionalism and that they are aligned with the school's athletic philosophy. This includes seasonal evaluation.
- To work closely with the Dean of Students to ensure that student needs are being met and their experience is in line with the school's athletic philosophy.
- To ensure that all coaching positions are filled with qualified coaches who are properly trained in all organizational and philosophical aspects of the athletic program. He or she will work with the Assistant Head of School in employment decisions and faculty assignments.

- To ensure the proper maintenance and security of all athletic equipment and athletic facilities, fields, working in coordination with the Facilities Operations Manager, as well as arranging for athletic transportation.

Interested candidates are encouraged to submit their resume, cover letter, and letters of recommendation to The Finney Search Group at <https://www.thefinneysearchgroup.com/general-candidate-application>

- To prepare, submit, and administer a budget each year to fund the athletic programs of the school.
- To provide the scheduling of all athletic contests, and hire all game officials, including athletic trainers.
- To coordinate with the, part-time, on campus athletic trainer to ensure appropriate staffing, and materials.
- To represent the school at various league, state, regional and national athletic associations.
- To maintain and revise the coaches' manual each year and set up appropriate meetings with the coaches to review the information and standards in detail.
- To oversee the distribution, collection, cleaning, repair, and storage of all athletic uniforms and equipment.
- To ensure the health and safety of all students in the athletic program.
- To ensure that The Field School is in compliance with all relevant league and city regulations, for example school-wide base-line concussion testing.
- To track athletic requirements for all students, grades 6-12.
- To attend, or enlist a school representative, to attend all home games.

Candidates for the position should have significant related experience and the appropriate degree(s); excellent oral and written communication skills; a kind, firm, empathetic demeanor; a collaborative, flexible nature; ability to maintain external relationships; and a demonstrated comfort with and commitment to issues of multiculturalism.

Work Environment:

This position operates in a professional school environment.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. This position is active; it requires standing and walking, including stairs.

Travel:

Regular local and regional travel should be expected.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. notice.

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