



Position Title: **Director of Athletics**

Last Updated: December 2023

Reports To: Head of School

Supervises: Athletics Staff

Status: Exempt- Appointed by the Head of School
Permanent Full-time

Schedule: Calendar Year: Base 40 hours per week
Actual hours as required and determined by the needs of the Athletic Department
Monday through Saturday – weekend, frequent nights and special event coverage as required

Benefits: Full benefit eligibility
Tuition Remission Eligible - Yes

Summary Description:

The Director of Athletics provides administrative direction and oversight for all aspects of the school's athletic program, including its staff, coaching staff, external rental opportunities, and activities and supervises the control, issuance and maintenance of athletic equipment and facilities. The Director is responsible for establishing, maintaining, and improving an athletic program that provides suitable and challenging athletic opportunities for students of all abilities.

Essential Functions:

- Provide guidance and direction for the school's athletic program insuring that the program addresses the needs of all students and retains the proper tone and emphasis
- Responsible for team management duties including recruitment, advertising, training, teaching, coaching, and any other support activities that are necessary for student athletes to enjoy a successful experience while at Williston Northampton
- Oversee the schedule for Williston's athletic program as well as oversee and monitor all athletic facility rental to outside groups, supplying information to the business office for billing, budgeting, and staffing
- Coordinate all transportation for the entire Williston athletic program inclusive of all three seasons of sports
- Communicate and confirm all scheduling with outside transportation vendors; arrange for school
- Ensure the school's compliance with all league regulations, administrative rules, procedures, and codes; work with conferences and leagues on scheduling and other issues, like post-season play
- Participate in the annual upgrade and publication of the Coaching Manual
- Administer department funding and account for expenditures in a fiscally responsible manner
- Prepare the annual athletic budget in conjunction with the Associate Director of Athletics and the Chief Financial Officer
- Sustain a culture of sportsmanship, professionalism and respect at all levels; administer the school's athletic code in a fair and consistent manner
- Collaborate with school administrative offices and Admissions on the recruitment and retention of student athletes; assure student athletes are academically eligible for participation in a given sport
- Work with the administrative team, faculty and other departments as appropriate to ensure that student athletes receive any needed intervention and academic assistance in a timely manner
- Coordinate with Athletic Trainers to assure that all student athletes have been medically cleared to participate in the school's athletic program; maintain a file for properly completed/documented physical health forms for all student athletes
- Work with Alumni Development Office to develop alumni athletic events, community relationships, and other fundraising opportunities
- Work with communications office and the media on the publicity and reporting of athletic events and results

Essential Functions continued

- Publish weekly Game Day schedules
- Supervise both full and part-time athletic staff including shared responsibility for hiring, disciplining or firing decisions, and full responsibility for training, mentoring, and evaluating coaches and athletics staff
- Act as a resource person and coordinator for all coaches at all levels
- Oversee all faculty assignments to afternoon programs
- Work in conjunction with the Dean of Faculty to identify coaching needs, to recruit appropriate candidates and to assign coaches for each season based on their capabilities
- Hire any necessary outside coaching staff to cover staffing vacancies not covered by Williston faculty
- Plan, implement, and promote sound athletic programs including scheduling games and practices, allocating time for use of corresponding facilities like indoor courts, fields, weight rooms, and fitness training rooms
- Prepare a master sports calendar that includes all league, and non-league events/games; seek and recommend suitable competition for all non-league contests
- Establish Pre-season scheduling for applicable teams
- Coordinate all post-season or tournament play with coaches detailing applications, rosters, fees, hotel reservations, transportation and any other requirement
- Coordinate Athletic Assemblies
- Coordinate the scheduling and hiring of officials, umpires, and referees for all Williston athletic contests ; submit payment requests for officials to the Business Office
- Establish and maintain standards of dress and conduct for team travel and training, and practice rules for all student athletes
- Prepare statistics and keeps data for each competitive team sport as to its successes and shortcomings; maintain accurate and official team records, individual records, and program history
- Mediate any disputes between athletes and coaches, or between coaches themselves, or that of the athletic program; work with coaches and athletes to help teams reach their potential
- Provide a channel through which students, their parents, or the Williston community may express their concerns about the athletic program to ensure positive communications
- Represent the School in an appropriate way at professional meetings or other special or public events
- Function as a member of the Williston administrative team; accepts other committee assignments as requested by the Head of School
- Work cooperatively with independent school colleagues and the New England Prep School Athletic Council Board
- Represent the Athletic Department's interests in the areas of admissions, parent relations, alumni relations, and advancement
- Serves as liaison between the Athletic Department at Williston and the local community
- Partner with the Town of Easthampton to support the local athletic program to the degree possible
- Work in conjunction with the Director of Facilities to ensure that all athletic spaces are maintained and equipped properly, providing a clean and safe environment for student and general public use
- Schedule installation and removal of synthetic turf surface for the off season use of rink
- Work with Physical Plant Director to arrange for preventative and reactive maintenance of the athletic facility and to identify necessary capital improvements

Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston book and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Faculty and Administration shall be responsible for reviewing and understanding the provisions stated in the Faculty/Administration Supplement
- Serve as Coach for two athletic seasons
- Serve as member of Williston's Administrative Team
- Other duties as requested or assigned per the Head of School

Qualifications:

- Bachelor's degree required, Master's degree preferred in education administration or sports management
- Three to five years experience in a similar capacity preferably with administrative and coaching experience
- Direct working knowledge of athletics in independent schools is critical
- Ability to objectively evaluate physical performance and mental capabilities related to a highly competitive athletic program
- Demonstrated leadership capacity with the ability to inspire coaches and student athletes alike
- Proven administrative talent with demonstrated skills required to manage a program that involves every student and a significant majority of faculty
- Prior coaching experience required
- Knowledge of New England Prep School Athletic Council rules and regulations
- Effective planning and organizational skills
- Knowledge of legal liability
- Skills in staffing and hiring
- Knowledge and skill in the use of integrated software systems and Microsoft applications
- Skill in establishing and maintaining effective working relationships with students, faculty, staff and the public
- Skill in facilitating and modeling quality customer service orientation
- Ability to work effectively with an ethnic, cultural, and diverse student population
- Ability to think "outside the box" and to lead and manage change in a positive and inclusive manner
- Basic knowledge of preventive maintenance and operation of athletic facility
- Must be able to concentrate in noisy, busy environment
- Must be able to work intuitively and independently as well as Lead Athletic Department
- Strong organizational skills for multi-tasking and prioritizing responsibilities as situations arise in fast paced environment
- Demonstrated leadership skills as well as excellent interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students and other constituents of the School
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Possess a valid driver's license
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular consistent attendance and punctuality is required as a condition of employment

The person in this position:

- Regularly communicates with other staff, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Is capable of moving about the offices to access files and/or office machinery
- Regularly operates computers or other office machinery, i.e. calculators, copy machines, printers
- Observes, recognizes, identifies other staff, vendors, visitors
- Is capable of remaining in a stationary position, (i.e. sitting, standing), for extended periods of time

Working Environment:

- While performing the duties of this job, the employee regularly is exposed to work near moving mechanical parts
- The employee may be exposed to wet or humid conditions
- The employee may be exposed to outdoor weather conditions
- The employee may be regularly exposed to high noise environments
- The employee may operate in a variety of conditions, in a climate controlled office and gymnasium, training rooms, and outdoor ball field environments

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.