



DIRECTOR OF ATHLETICS

FY2022-2023

Opportunities and Challenges

The Athletic Director (AD) is responsible for providing leadership for all aspects of interscholastic athletic programs, providing the school's day and resident students the opportunity to compete in myriad interscholastic athletic activities. The AD will serve St. Johnsbury Academy (SJA), an independent day and boarding high school, providing a rich experience for each student-athlete. They will sustain and further develop a program that cultivates student-athletes' growth in the areas of commitment, character, and conduct - SJA's core athletic covenants. More specifically, the AD will foster student growth in the context of SJA's school mission by:

- ◆ promoting good sportsmanship and ethical conduct, modeling and fostering responsible decision-making, honesty, and respect for self, team, coaches and opponents.
- ◆ providing enthusiasm and energy to engage athletes in the pursuit of specific knowledge and skills of a particular sport; to set high goals and to know and appreciate their individual talents and unique abilities.
- ◆ encouraging each individual athlete to understand their relationships and responsibilities within a team, and as part of the broader learning community.

The Athletic Director will:

- Communicate and enact all athletic department policies, promoting athletics as part of the greater learning experience for students.
- Facilitate mission-driven team development, mentoring and collaborating with coaches to promote a positive learning environment.
- Conduct all SJA athletic scheduling, and oversee all home sporting events, including officials and other personnel engagement, hosting visiting teams, and arranging all spectator accommodations.
- Liaise with all external and internal stakeholders – the Vermont Principals' Association, fellow athletic administrators, coaches, parents, media, and others to foster athletic excellence, and promote and celebrate student-athlete learning and success.
- Collaborate on capital campaign and other fundraising projects to support athletics and associated facilities.
- Manage all athletic department inventories and prepare and oversee fiscal-year budgeting to ensure equitable and safe programming across all sports.
- Coordinate with the Field House Director to create equitable schedules and use of the SJA field house resources, including field house courts, the pool, and weight and cardio rooms for athletics.
- Hire and manage athletic department and coaching staff members, monitor staff certifications, and foster professional growth via effective feedback and evaluation, mentoring, and other development opportunities.
- Fulfill other duties as assigned

The Academy administration and facility manager reserve the right to assign or reassign duties and responsibilities to this job at any time.

Desired qualities and skills:

The Athletic Director at St. Johnsbury Academy will enthusiastically embrace the school's mission, community, and culture. They will be an experienced school leader who is able to build strong, positive relationships and who interacts joyfully with students, faculty, and parents.

The Athletic Director should demonstrate:

- An outstanding ability to listen and communicate with various constituents in the school community, including employees, students, and parents;
- Excellent organizational skills and an ability to develop, clearly communicate, and direct organizational systems;
- Broad managerial experience and the ability to thoughtfully lead a diverse staff.

Education and Experience:

- Bachelor's degree preferred, or equivalent in a health and wellness field such as, Exercise Science, Physical Education, or Exercise Physiology
- Previous experience in education, coaching, program planning, and teaching is required; experience in education administration is preferred.
- AED/CPR, NFHS Concussion, Coaching Principles, and First Aid and Safety certifications are required. Certification in ACE, ACSM, AFFA, and NSCA is preferred. Group exercise or personal training certification from an accredited organization a plus.

ENVIRONMENTAL FACTORS:

Most duties are performed in a standard athletic complex facility and/or on the playing fields. Some maintenance work on equipment may be necessary. Must have the ability to lift 50 lbs., with frequent lifting and/or carrying of objects or equipment weighing up to 25 lbs. and carrying such weights up to 50 yards. Other physical requirements include pushing, pulling, and reaching, frequent walking, standing, occasional bending, stooping, and kneeling, must be able to hear and speak clearly to communicate with students, parents, and spectators. Vision such as excellent depth perception, reaction time, far vision, spatial orientation. Must have the ability to reason and make judgements.

Frequent work outside of regular work schedule may be required, including evenings and weekends. Moderate in-State travel is required with this position, with some minimal out of state travel.

BACKGROUND CHECK AND FINGERPRINTING:

The Academy conducts criminal and motor vehicle record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Non-Discrimination and Unlawful Harassment Policy.