



THE EPISCOPAL
SCHOOL of DALLAS

Division/Department: Administration / Athletics	Location: Main Campus	
Job Title: Director of Athletics	Job Code: USAD	
Reports To: Head of School	FLSA Status: Exempt	
Date Posted:	Date Hired:	Date Revised: 1/20/2023

Purpose: The Director of Athletics is responsible for providing strategic leadership, guidance, and oversight for all athletic programs, grades K-12, staff, facilities and activities in compliance with all school, conference, and state rules and regulations. The Director is expected to shape and guide the vision of athletic programming at the school, ensure alignment with ESD's Mission, Founding Tenets and Values and promote them within the greater community.

Direct Reports: 1 – Associate Athletic Director, 1 - MS Athletic Coordinator, 1 - Sports Fellowship Coordinator, 1 - Coordinator of Athletic Operations, 3 - Full-Time Trainers, 1- Director of Sports Performance, 1-Assistant Director of Sports Performance 1- Part-Time Sport Performance Assistant, 19 – Full-Time Coaches and 60+ – Part-Time Coaches & 7 - PE Faculty, including PE Department Chair

Qualifications & Skills:

- Master's Degree or 5 to 10 years of athletic administration experience required.
- Prior experience in an Independent School Environment preferred
- Demonstrated leadership skills.
- 8+ years in coaching experience preferred with significant experience in athletic administration.
- Proficient in MS Suite of programs, as well as Zebra-Ware, Arbiter Sports, Schedule Star, or equivalent scheduling software.
- Excellent communication skills, both oral and written. Ability to communicate effectively with players, coaches, parents, faculty, staff, and administration, including public speaking skills.
- Self-motivated, flexible, and detail oriented.
- Ability to think, plan, and operate strategically.
- Sound problem-solving and multi-tasking skills.
- Willingness to serve as an advocate for the school and provide a visible presence at multiple athletic events as requested.
- Ability to inspire staff and serve as a leadership role model.

Essential Functions:

Provide strategic administrative leadership, direction, and oversight for the athletic program, grades K–12.

- Supervise, manage, evaluate and mentor all Program Directors (varsity head coaches).

- Support the Program Directors in managing and evaluating the full and part-time coaches in the programs.
- Supervise and evaluate all athletic department staff members in the execution of their duties.
 - Ensure all staff are trained on athletic policies and procedures each season.
 - Evaluate all full-time athletic department staff annually and all Program Directors each season.
 - In coordination with Human Resources, recruit, select and mentor the highest quality coaching and department staff.
- Provide oversight of event management, supporting the Associate Director as he/she:
 - Ensures development and coordination of practice and game schedules for all teams is managed effectively and that a certified base of officials, scorekeepers and announcers is secured for each contest and paid in a timely manner.
 - Arranges transportation and travel arrangements.
- Assist with supervision at home and certain away contests. Frequent night and weekend work is required.
- Develop and ensure continual review of all athletic policies and procedures.
- In collaboration with the Sports Information Coordinator, work closely with the communications department regarding press releases for the appropriate media as well as the school website.
- Develop a rapport with parents and students from the lower, middle, and upper school.
 - Be a visible and engaged presence at athletic events and practices and participate in school life outside of athletics.
 - Ensure all parental complaints or concerns are handled effectively through the appropriate channels and reported to administration in a timely manner.
- Serve as an active and collaborative member of the Booster Club Board and attend any related meetings.
- Participate in all Southwest Preparatory Conference (SPC) Athletic Directors' meetings throughout the year. Seek out leadership opportunities in the SPC when available.
- Ensure that the mission of ESD athletics is upheld and implemented in all aspects of department functions.
- Serve on the Executive Leadership Team, participate actively in strategic and operational discussions, and communicate proactively with Division Heads and other program leaders.

Provide a variety of sports for students of all abilities and to encourage students to discover their full potential emotionally, intellectually, and physically.

- Monitor the number of sports offerings, ensuring equality with the entire athletic program.
- Work closely with College Guidance and coaches on all aspects of the recruitment process for student-athletes with a desire to play collegiately.

Promote a culture of character, integrity and positive sportsmanship in all constituents, including student-athletes, coaches, administration, parents and fans, ensuring application of ESD's Code of Conduct.

Ensure the safety and well-being of the student-athletes with regard to equipment, facilities, and policies.

- Ensure continuous monitoring and maintenance of equipment and facilities.
- Ensure consistent enforcement of department and school policies and procedures.

Effective management of athletic budget and financial controls.

- With support from the Administrative Assistant, accurately forecast annual budget for the department and ensure proper control of funds through the Business Office.

Serve as a coach or classroom teacher; and academic advisor as needed at MS or US level.

Perform other duties and responsibilities as assigned.

Abuse Risk Management Standards:

- Follows employees screening requirements and uses screening instruments to screen for abuse risk.
- Provides employees with ongoing supervision and training related to abuse risk.
- Provides employees with regular feedback regarding their boundaries with students.
- Requires employees to adhere to policies and procedures related to abuse risk.
- Responds quickly to policy and procedure violations using the organization's progressive disciplinary procedures.
- Responds seriously and confidently to reports of suspicious and inappropriate behaviors.
- Follows mandated reporting requirements
- Communicates to all employees the organization's commitment to protect their students from abuse.
- Reports essential abuse risk management information to the board of directors.

Working Environment:

- Occasional lifting, carrying, pushing, and/or pulling.
- Generally 25% sitting, 40% walking and 35% standing.
- Temperature variations to include seasonal outdoor conditions.
- Coaching duties occasionally involve strenuous physical activity

Special Job Requirements:

- Due to the frequency and number of on-campus events and visitors, the Director of Athletics is required to reside in a residence adjacent to the Merrell Rd Campus, which will be provided at minimal cost.

Reviewed By (HR):

Title:

Approved By (Supervisor):

Title:

I have read this job description and understand the duties and responsibilities of the position. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

Incumbent (Print Name):

Accepted (Signature):

Date:

The Finney Search Group has been engaged to provide candidates to the School. All interested individuals are encouraged to submit their resumes via <https://www.thefinneysearchgroup.com/esd-ad-application> Deadline for receipt of full application materials is February 26, 2023.