



DIRECTOR OF ATHLETICS JOB POSTING

REPORTS TO: Head of School
POSTING DATES: March 11, 2020-until filled

FLSA: Exempt

MISSION:

To provide excellence in leadership to the Hathaway Brown athletic program in accordance with the School's overall educational values and aspirations.

The HB Athletic Director is a highly visible and energetic school leader who establishes a clear vision for athletics and promotes high standards of integrity, teamwork, sportsmanship, perseverance, and accountability. The HB Athletic Director will be a role model for girls with strong leadership, management, communication, and team building skills and possess the ability to engage effectively with students, parents and faculty/staff. The candidate must have exceptional initiative, judgment and problem-solving skills.

SUPERVISES:

- Head Varsity Coaches
- Director of Middle School Athletics
- Director of Physical Education
- Coordinator of Developmental Sports Program
- Athletic Trainer
- Administrative Assistant to the Athletic Office

COORDINATES WITH:

- The Director of Aquatics and Competitive Swimming

GENERAL RESPONSIBILITIES:

The Director of Athletics at Hathaway Brown School shall be a school-wide leader who is responsible for the administration of the athletic programming and the physical education curriculum. This includes:

- Coordinating and planning of all aspects of HB Athletic/Physical Education/Wellness in conjunction with the Head of School and other members of the athletic administration.
- Living the mission of the school as well as the Blazer Covenant.
- Overseeing and executing the Athletics/Physical Education budget.
- Hiring, training, supervising, mentoring, observing, evaluating and providing professional development opportunities for coaches and physical education teachers.
- OHSAA and Ohio State Dept. of Education matters, including compliance to regulations.
- Managing facilities, equipment, uniforms, and transportation for athletics
- Creating and aligning Athletic Department procedures, protocols, communication, and policies.
- Focusing on specialty areas including, but not limited to:
 - Creating strong links of vertical integration across the entire interscholastic program, grades EC-12, in all seasons and sports
 - Implementing developmental athletic programming for grades below the start of interscholastic competition in grade 7.
 - Integrating of athletics and the college process, service learning, and wellness.
 - Enhancing student/athlete leadership programming, particularly the roles and responsibilities of team captains.
 - Other duties and areas of focus as needed.

Education and/or Experience:

- Bachelor's degree required, Masters in Athletic Administration preferred.
- The Athletic Director should be a quality communicator, multi-tasker, and problem solver and should be able to make program recommendations as well as serve on committees.
- Excellent organizational skills with a high regard for attention to detail.
- Minimum of 3-5 years of experience working with a large coaching staff and student athletes.

To perform this job successfully, an individual must be able to perform essential job functions described in the job description. Reasonable accommodations may be made to enable individuals with disabilities to apply and/or perform the essential functions.



Interested candidates and referrals should email resume, cover letter and educational philosophy to: hrstaffing@hb.edu

Hathaway Brown School
19600 North Park Boulevard
Shaker Heights, Ohio 44122

An equal opportunity employer, Hathaway Brown believes that a multicultural perspective is an essential element of a 21st Century education, and values diversity in its student body, faculty and staff. Compensation and opportunities for professional growth are exceptional.

Visit us at www.hb.edu for more information! EOE

Hathaway Brown School has a rich 144-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the signature Institute for 21st Century Education, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our over 800 students and 200 faculty and staff come to Hathaway Brown from 89 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.