

The St. Paul's Schools is pleased to announce an opening for a full-time **Director of Athletics and Physical Education** at St. Paul's School for Boys **starting July 1, 2022**.

### **School Overview**

The St. Paul's Schools is a family of independent schools located in Brooklandville, Maryland. With more than 1,400 students from ages 6 months to grade 12, St. Paul's Pre and Lower School (coed), St. Paul's School for Girls, and St. Paul's School for Boys share a 120-acre campus, an Episcopal affiliation, and a focus on developing confident, well balanced students who will use their education and ethics to improve the world. In July 2018, the schools unified under the umbrella of The St. Paul's Schools, with a single board of trustees and one president, but each school retains its individual traditions and its gender-specific programs. A coordinated structure allows The St. Paul's Schools to preserve the small-school feel within each school while sharing resources and certain programs to maximize opportunities for students. With St. Paul's unique model, boys and girls are taught together and separately at just the right times in their development.

St. Paul's School for Boys, founded in 1849, is a college-preparatory day school serving boys in grades 5 through 12. The school's mission, "Seek truth, knowledge, and excellence; live by faith, compassion, and integrity," is the daily standard for all members of our community. St. Paul's School for Boys' students are thoughtful young men who thrive in an educational community that emphasizes strong relationships, personal growth, and the collective pursuit of integrity.

### **Position Description**

The Director of Athletics and Physical Education will serve as a key member of our administrative team and will report directly to the Head of School. He/she will be responsible for serving as a gatekeeper of this vital part of our school. Leading while sustaining a culture of sportsmanship, professionalism and respect at all levels, this individual will balance strategic vision and the details of the day-to-day. The Director of Athletics and Physical Education will ensure compliance with all MIAA regulations and administer departmental funds and accounts in a fiscally responsible manner. He/she will work closely with our administrative team as we market and message to current, former, and future constituents, and draw the most qualified students and strive to serve their interests and abilities.

The ideal candidate will have a reputation for being a skilled communicator with a strong vision, an eager collaborator, detail-oriented and passionate about building programs while maintaining great traditions. They will hold both an undergraduate and a graduate degree and have extensive administrative experience in a competitive and nurturing school environment.

While credentials and experience are vital components to an individual's candidacy and will be considered appropriately, the School especially seeks a leader who:

- **Inspires** all within the School's athletic program on a daily basis and amongst all of the School's constituencies.
- Is **Authentic** in every way, exhibiting an extraordinary degree of integrity in every facet of her/his life.
- **Loves Children** and relishes being a transformational part of their lives.
- **Empathizes** with and **Understands** the wonderful students and athletes at SPS and our unique coordinate relationship with St. Paul's School for Girls.
- **Balances, Respects, and Nourishes** the educational, financial, faculty and community needs with equanimity, wisdom and understanding.
- **A Master Teacher:** a teacher of life lessons in athletics, a teacher of the coaches who spend countless hours with students, a teacher who joins the faculty in embracing the school's mission, a teacher who is a role model for the school community.

Specific responsibilities include, but are not limited to, the following:

#### Supervision of Program and Staff

- Provide guidance to all SPS coaches and teacher-coaches to ensure integrity, consistency and overall excellence in the athletic program.
- Oversee the physical education and athletics programs.
- Partner with division heads to attract and retain teacher-coaches.
- Recruit, hire, evaluate and guide all coaches.
- Supervise all athletic staff.
- Supervise the Assistant Athletic Director.
- Supervise the Athletic Trainers and receive daily updates on student injuries and medical needs.
- Host pre-season meetings with coaches to review coaching policies and procedures, and to discuss school philosophies and expectations.
- Work closely with Athletic Director at St. Paul's School for Girls furthering unification of the two departments.

#### Administration of Athletic Program and Supervision of Facilities

- Oversee the athletic budget.
- Communicate with all members of school community on school-related issues including, but not limited to, students, parents, faculty and administrators, while maintaining the highest level of professionalism.
- Supervise athletic contest schedules for all athletics, grades 5-12.
- Coordinate with MIAA for upper school schedules and other middle schools in the area for middle school schedules.
- Partner with our coordinate school's athletic director and department on schedules, use of fields, transportation, resources, etc.
- Partner with our Facilities Department on care and upkeep of all athletics facilities.
- Secure off-site facilities for sporting practices or games, as necessary.
- Develop and manage systems for management of team records.
- Serve as athletic liaison to the College Counseling Office.
- Partner with the Academic Division Heads.
- Work closely with Communications to ensure athletic programs and schedules are posted regularly on the website, newspaper and other media outlets.
- Work with assignors for officials and referee scheduling.
- Supervise equipment and facilities as they pertain to Athletics.
- Represent SPS at MIAA meetings during the school year.
- Coordinate athletic awards ceremonies and banquets.

#### Other Duties

- Partner with alumni and parents to attain greater participation and involvement with the daily life of our current school community.
- Coordinate with facilities and supervise additional opportunities for revenue and community partnerships.
- Work with administrators and faculty, along with external groups, to promote successful events focused upon inclusivity and education as it pertains to diversity.
- Communicate with current and potential constituents in both verbal and written form.
- Co-chair the SP Hall of Fame Committee.

The St. Paul's Schools are committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

Full-time employees are eligible to participate in our comprehensive benefits program which includes, but is not limited to, medical, dental, vision, disability and 403(b). Other supplemental benefits include school paid lunch, fitness center and tuition remission. Salary is commensurate with experience.

Interested candidates can send their cover letter, resume and list of references to Shannon Duckett, Human Resources Director, at [sduckett@stpaulsmd.org](mailto:sduckett@stpaulsmd.org). The St. Paul's Schools is an equal opportunity employer.