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## **Director of Athletics**

### **About Francis Parker School:**

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

### **Job Description:**

The Director of Athletics will report to the Head of School and is responsible for the entire Athletics Program and Operations. They will provide leadership in the development, organization, implementation, coordination, and evaluation of the athletic programs. Achieving excellence requires that the Director of Athletics works collaboratively to lead and nurture members of the staff and to communicate effectively with parents, members of the community, and colleagues in other schools. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, personnel management, and financial management.

### **Essential Duties/Responsibilities:**

#### **Organizational Leadership and Supervision**

- Oversee the opening of a \$35M [athletic complex and Aquatic Center](#) in summer 2024.
- Serves as liaison between the Athletic Department and the academic community, ensuring alignment with the school's mission, values, and strategic plan.
- Oversee mentoring of new coaches, trainers, and staff; establish programs for the orientation and in-service training of new coaches, trainers, and staff.
- Annually conduct a formal evaluation process that includes both formative and summative assessments.
- In coordination with the Athletics Facilities and Equipment Manager, assess, test and replace all equipment used by the program according to a replacement schedule based on equity and safety.
- Oversee the design, purchase, distribute, clean, repair, and inventory of all uniforms for all teams.
- Ensure best practices in teaching and coaching and oversee a system of ongoing professional development and annual evaluation of all coaches, trainers, and staff.
- Serve as a resource and consultant to all coaches and faculty in matters of team management, coaching methods, and general school philosophy and expectations.

[www.francisparker.org](http://www.francisparker.org)

Linda Vista Campus  
Mission Hills Campus

6501 Linda Vista Road  
4201 Randolph Street

San Diego, CA 92111  
San Diego, CA 92103

858 / 569-7900  
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- Represent the school at various state, regional, and national athletic associations.
- At the beginning of each season, communicate with athletes and families regarding the details, schedules, rules, and expectations.
- Prepare, submit, and oversee an annual budget.
- Speak publicly to enlist community understanding and support for the athletics program.
- Support the school, its mission and leadership.

Risk Management/Student-Athlete Safety

- Formulate and implement athletic policies and procedures in accordance with rules and regulations of the School, the conference(s), and the California Interscholastic Federation (CIF).
- Ensure compliance with all local, regional, state, and national regulations and policies, including human resource laws.
- Annually update the athletic coach's manual; ensure all coaches, trainers and faculty review and adhere to the policies and standards set forth.
- Ensure the health and safety of all students in the athletic program, overseeing the athletic training and strength and conditioning programs, policies and protocols.
- Ensure that all coaches, trainers and staff are performing their duties at the very highest level of professionalism, and are properly trained in all organizational and philosophical aspects of the athletic and physical education program.
- Ensure proper maintenance and security of all athletic equipment and athletic facilities, fields and courts.

Equity in Sports

- Ensures gender equity, diversity, and inclusion in all athletic programs.
- Oversee scheduling of all athletic contests, ensuring they are consistent with school-wide policies related to student wellness and balance.
- Ensure fairness and equity within and amongst all sports.

Qualifications:

- M.A. in Education, Leadership, or Administration required
- Minimum 5 years' experience in high school or college athletic administration
- High school or college coaching experience desirable
- Strong management and team building skills, and financial acumen
- Extensive knowledge of local, regional, state and national athletic rules and regulations; including those related to college athletic recruitment
- Excellent writing and public speaking skills, complemented by a demonstrated ability to effectively interact with students, staff and campus leaders in a variety of environments
- Ability to motivate and lead coaches, faculty, staff and student-athletes to achieve success



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- Proven ability to build healthy relationships with student-athletes, parents and the local community
- Commitment to academic and athletic excellence

### **Salary and Benefits:**

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Salary Range: \$160,000 - \$180,000 per year, based on experience.

### **Non-Discrimination:**

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

### **Application Process:**

If interested in the position, please fill out the electronic [Francis Parker School Employment Application HERE](#). You will need to upload the following documents during this process: a cover letter and resume.

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, and a completed [employment application](#) should be submitted electronically to:

Kevin Yaley, Head of School

kyaley@francisparker.org

Please find the PDF of our employment application here: [find it here](#)

Please indicate which position you are applying for in the subject line.

<https://www.francisparker.org/about-us-/employment>

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