



BERKELEY CARROLL SCHOOL

Athletic Director

July 1, 2019

About Berkeley Carroll

Berkeley Carroll is a Pre-K through grade 12 college preparatory school of 980 students located in the Park Slope section of New York City. Our vibrant intellectual community draws students from all over the city, admission to the school is competitive, and both our parents and students value achievement.

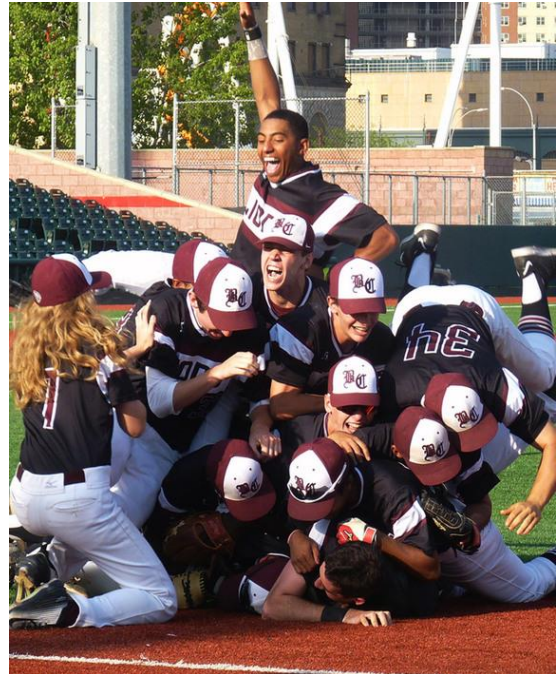
Position Summary

The athletic director reports directly to the Head of School and is an educational administrator and teacher at the school. S/he develops and supervises the intramural and interscholastic athletic programs.

Essential Duties and Responsibilities

The athletic director will:

- Develop, organize, supervise, and evaluate a developmentally appropriate program of intramural and interscholastic athletics for the middle and upper schools.
- Ensure that the athletic program represents the school's commitment to gender equity and access for all.
- Provide safety instruction to students and coaches and establish standards of student behavior to provide a productive environment and to ensure the optimal condition and safety of all athletic equipment, facilities, fields, and courts.
- Identify and develop the talents of students in individual, dual, and team physical activities and sports.
- Communicate any concerns with student conduct or learning problems with parents and the administration.
- Ensure that all coaching positions are filled with competent and properly trained coaches.
- Provide that all coaches perform their duties with the highest level of professionalism.
- Collaborate with the Head of School and administrative team to recruit, evaluate, and hire coaching staff.
- Review and revise the coaches' manual annually.
- Schedule regular meetings of coaching staff to evaluate, develop, and implement athletic instruction that reflects current pedagogy and meets optimal standards of safety.
- Organize and coordinate the school's intramural and competitive athletic programs.



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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- Report athletic achievements to the director of marketing for dissemination to the school and community at large.

- Prepare and implement an annual departmental budget.

- Schedule all athletic events, arrange for transportation, hire all game officials, and attend or enlist a school representative to attend all home games.

- Represent the school at all league meetings and the state association.

- Maintain records of team and individual athletic accomplishments for posterity.

- Oversee the distribution, collection, storage, cleaning, and repair of all school athletic uniforms.

- Participate in committee, department, and staff meetings as well as school-sponsored events that would benefit from your area of expertise.

- Be involved in the school community at large.

- Assume responsibility for other projects as assigned by the Head of School.



Common Qualification Requirements

- Master's degree in an applicable area of study

- Experience teaching and coaching different sports and levels of students

- Successful track record working with student athletes and coaching staff

- Outstanding interpersonal and communication skills, with a professional and empathetic approach

- Excellent organizational skills and attention to detail

- Ability to work collaboratively

- Energy and enthusiasm about working in an academic atmosphere

Berkeley Carroll is committed to an inclusive program and a diverse faculty and student body. Candidates with a demonstrated commitment to and experience with diversity, equity or inclusion work are especially encouraged to apply.

To Apply

Interested candidates should send a resume, cover letter, personal statement, and list of references (as separate documents) to Rice Bryan, rice.bryan@carneysandoe.com, or Katie Jenks, katie.jenks@carneysandoe.com. *Please do not contact the school directly.*



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