



# CANTERBURY SCHOOL

## **Athletic Director** **Canterbury School – Fort Wayne, IN** **July 2024**

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### **Job Description**

Canterbury School embraces the vital role athletics plays in developing the whole child and enriching school culture. Athletics promotes teamwork, perseverance, time management skills, and character development for student-athletes. Canterbury has more than 30 teams in 12 sports, with the opportunity to play team sports beginning in the Lower school. Over 80 percent of Middle and High School students participate in at least one sport each year and over 30 percent will play more than one sport. Given the size of Canterbury School, multi-sport participation is encouraged and supported by our collaboration with the Positive Coaching Alliance.

### **Qualifying Characteristics:**

- Results-oriented leader who can work independently and collaboratively with colleagues to meet Athletic Department goals
- Well-developed interpersonal skills and feel comfortable cultivating relationships with students, faculty, parents, and staff constituents
- Be a role model for fostering an overall love of sports through positive encouragement and support while continuously positioning the program for competitive success
- Provide strategic leadership and vision to build an athletics program that is perennially competitive and will tirelessly promote overall participation and development
- Areas of focus include coaching, strength and conditioning, training, sports information/ communication, and athletic operations and budgeting
- Understanding and success in recruiting, training, and managing coaches and other staff members from diverse backgrounds
- Committed to the Canterbury School pillars of artist, athlete, scholar and the school's mission with willingness to serve as an ambassador for the school both internally and externally



**Carney  
Sandoe**  
& ASSOCIATES

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## Essential Job Duties

- Reporting directly to the Head of School and serving as a member of the Senior Leadership Team
- Oversee and coordinate all athletic-related activities on a daily basis (school-wide communication regarding programming)
- Hiring and retaining talented coaches
- Identifying and supporting professional development opportunities for coaches (especially Positive Coaching Alliance opportunities)
- Maintaining accountability to cultural and performance expectations
- Supervise coaches and volunteers directly
- Help to build strong feeding programs for Middle School teams and varsity sports
- Increase athletics digital footprint through social media outlets

## Daily Responsibilities

- Teach one or two sections of High School Fitness for Life/PE classes and be an active member of the Health/PE department
- Departmental budgeting and purchase processing
- Mentorship, development and evaluation of coaches
- Review and enforcement of safety protocols
- Frequent communication with the Canterbury community and IHSAA
- Faculty liaison for academics (in regard to eligibility)
- Ensuring game schedules are submitted, published, and confirmed in a timely manner
- Student-athlete registration and connection with coaches
- Game management
- Officials scheduling
- Uniform purchase and apparel approval



## Personal Attributes

- High emotional intelligence and exceptional interpersonal skills
- Cultural competence
- Effective written and verbal communication skills
- Strong organization and careful attention to detail
- Innovative approach to problem solving
- Excellent judgment and decision-making skills
- Flexibility and capacity to handle conflict with empathy and grace



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## Core Qualifications

The ideal candidate will have a minimum of five years of previous Director-level experience in a multidivisional school, along with five or more years experience as a coach. The candidate must be experienced with conflict resolution within a school athletic culture.

## To Apply

Interested and qualified candidates should submit electronically, and as separate documents, the following materials:

1. *Cover letter stating interest in and qualifications for the position*
2. *Personal statement*
3. *Current resume, including phone number and email address*

To Rice Bryan ([rbryan@carneysandoe.com](mailto:rbryan@carneysandoe.com)), and Sabrina Zurkuhlen ([Sabrina.zurkuhlen@carneysandoe.com](mailto:Sabrina.zurkuhlen@carneysandoe.com)). Please do not contact the school directly.



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