



Dwight-Englewood School

**Athletic Director
Dwight Englewood School
Englewood, NJ—July, 2023**

Dwight Englewood School in Englewood, New Jersey seeks a new Athletic Director for July 2023. Dwight-Englewood School (D-E) is a coeducational, independent school of approximately 900 students, serving a seamless education experience for students in preschool through Grade 12. The Athletic Director oversees interscholastic athletics across the divisions. Interscholastic Athletics at the secondary level serves a critical function in the life of adolescents, as well as the school itself. The invaluable skills that student-athletes learn during team participation last a life-time, and the experiences often provide some of the most important positive memories of high school. Team sports also provides community for the institution as a whole; the uniting of community members in support of a team, much like for a performance or publication, promotes the feeling of being part of something larger than the self. That notion of being connected and engaged in activities that have larger purposes helps adolescents develop into empathic adults who enjoy doing for others as much as for themselves.

Success will not be found solely in team records or statistics; it will be measured in overall participation rates, feeling of success, team and individual progress, crowd participation, and other barometers that reflect the individual, team and school levels.

Athletic Department Mission Statement *of sport. Dwight-Englewood athletes learn that individual excellence is achieved through perseverance, and that team success comes from committing fully to a common goal. Athletics strengthens our community by forging connections among teammates and promoting school spirit.”*

Primary Responsibilities:

- Develops, organizes, supervises and evaluates the Middle and Upper School program of interscholastic athletics
- Takes responsibility for the health and safety of all students in the athletic program
- Serve as the point person for parent concerns and communication regarding the athletic program, policies, coaching staff, and department philosophies



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

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- Publicly represents the athletic program regularly to students and faculty throughout the year
- Leads an effort to boost the profile and culture of school athletics
- Promotes a high level of sportsmanship at all times during athletic competition and other activities, both by example and through leadership.
- Promotes the values of the School at all times.
- Lives and communicates the philosophy of the athletic program, within the context of the mission of the School.
- Creates, communicates to coaches, and enforces the healthy balance of competition and participation at the various team levels, understanding that varsity competition has the clearest mandate to win games and that lower levels may present possibilities for a different balance.



Specific Duties:

- Hires, assigns, evaluates and mentors coaches and ensures that they are properly trained in all organizational and philosophical aspects of the athletic program.
- Assesses all coaches to ensure that they are performing their duties at the highest level of professionalism
- Provides opportunities for ongoing professional development for coaches
- Provides the proper maintenance and security of all athletic equipment and athletic facilities, fields, and courts, working in coordination with the Associate Director of Athletics.
- Oversees the distribution, collection, cleaning, repair, and storage of all athletic uniforms and equipment.
- Supervises the assignments and work of the Assistant Athletic Director, the Athletic Trainers, and the Administrative Assistant



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Specific Duties:

- Provides the schedule of all athletic contests, arranges for athletic transportation, and hires all game officials for the Middle and Upper Schools, along with the Associate Athletic Director
- Attends and/or supervises all home athletic contests, either in person or through a designee
- Works with the admissions office to identify and promote the athletic program to applicants to Dwight-Englewood.
- Works jointly with the Director of Facilities and the Field Maintenance Crew to maintain all athletic facilities
- Checks on all transfer students to ensure their eligibility for interscholastic competition in the State of New Jersey
- Works with the College Counseling Office to help students navigate the athletic dimension of their college applications
- Prepares and administers a budget each year to fund the athletic programs of the School.
- Meets weekly with the Upper School Principal
- Meets regularly with the Chairs of the Parents Association Athletic Committee, should there be one
- Organizes the athletic awards ceremony each season and the determination of the yearly athletic awards given each spring
- Represents the school at various state, regional and national athletic associations and attends all league meetings
- Provides to the Director of Communications regular information on the various programs for public recognition of athletic achievements.
- Maintains and revises the athletic handbook each year and sets up appropriate meetings with the coaches to review the information and standards in detail.
- Coordinate the sports physical requirement and record keeping, along with school nurses and athletic trainers



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Knowledge, Skills and Abilities:

- Significant administrative experience in athletics or related fields
- Significant coaching experience
- Working knowledge of interscholastic sports, especially independent schools Track record of effective supervision, especially of coaches
- Strong organizational and communication skills
- Ability to articulate a vision for a successful athletics program

TO APPLY

Please send a letter of intent, resume/CV, and list of five references with contact information (references will not be contacted until the candidate is notified) to Rice Bryan (rbryan@carneysandoe.com) and Namita Bhattacharya (namita@carneysandoe.com). **Please do not contact the school directly.**



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