

BURROUGHS

JOHN BURROUGHS SCHOOL

Director of Athletics
John Burroughs School – St. Louis, MO
July 2024

About John Burroughs School

Founded in 1923, John Burroughs School is an independent, coeducational, college preparatory day school for grades 7-12 located on a 50-acre campus in St. Louis, Missouri. Burroughs currently has 660 students, 48 percent of whom identify as students of color. Twenty-five percent of the student body receives tuition aid.

Burroughs strives to instill the joy of living through active learning, integrity, and service to others. We seek to cultivate an inclusive community that nurtures authentic learners who lead and inspire meaningful lives. Faculty, parents/guardians, and students share a commitment to a liberal arts education that strikes a balance among academics, arts, athletics, and activities. We believe that the many dimensions of diversity, equity, and inclusivity are essential to excellence in education, and they are woven into the fabric of the Burroughs experience.

The mission of the Burroughs athletics department is “to champion character through athletics so that we cultivate holistic growth in self and community.” To accomplish this, we strive to:

- Compete with honor,
- Promote a positive, inclusive culture,
- Lead by example,
- Encourage multi-sport participation,
- Chase greatness, and
- Find joy in the journey.

For more information, see:

- About Burroughs: <https://jburroughs.org/about-jbs>
- Burroughs athletics website: <https://www.jburroughs.org/athletics>
- Diversity, Equity, Inclusivity & Engagement: <https://www.jburroughs.org/about-jbs/diversityequityandinclusivity>
- Working at Burroughs: <https://www.jburroughs.org/about-jbs/working-at-jbs>



**Carney
Sandoe**
& ASSOCIATES

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Opportunity Description

The athletics and physical education program at Burroughs is grounded on the premise that participation in some form of competitive activity as well as knowledge about the proper care and treatment of the body and mind afford the best backdrop against which to teach those skills and values vital to every person's well-being. Thus, strong inter-scholastic programs in a variety of sports as well as programs in physical training are organized and offered as an integral component of the Burroughs educational experience.

The Director of Athletics promotes the values of teamwork, competition, cooperation, good sportsmanship, love of physical activity, and fitness at John Burroughs School. To that end, they coordinate and oversee the athletics program across all grade levels at the school, ensuring compliance with conference rules and regulations, managing department finances and budgets, and leading the hiring process for athletics department personnel and coaches.

Perhaps above all else, the role of the Director of Athletics at Burroughs is to ensure that all coaches, players, and families are aligned with the mission of the school and in support of the community. To that end, the Director of Athletics will live on the school grounds, in school housing, so as to be one of the central and visible pillars of campus life.

The new Director of Athletics will inherit a well-trained staff that understands the culture of the school and provides tremendous support to leadership. Bolstered by that support, the director will be responsible for the following:

Departmental Planning and Personnel

- Set the tone for all athletics personnel in accordance with the philosophy of John Burroughs School
- Use the vehicle of athletics to advance equity and inclusivity, and to teach character education
- Ensure the health and safety of all Burroughs athletes
- Direct, manage, and approve all hiring of personnel and coaches in the athletics department
- Lead the new coach orientation program
- Coordinate the evaluation and professional development program for all athletics department employees



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- Prepare and monitor the annual athletics budget
- Regularly attend games in every sport to model collegiality and promote community among students, coaches, and parents/guardians
- Handle sensitive issues relating to staff, students, and parents/guardians and help address concerns
- Develop and maintain student focus on the importance of sportsmanship
- Prepare and ensure compliance with MSHSAA guidelines and procedures for athletics program operation
- Ensure all coaching staff and school administrators are educated regarding the legal aspects of Title IX, NCAA recruitments and eligibility, and MSHSAA rules
- Organize and lead coaches' meetings
- Provide oversight for all athletics department communications including social media, website, and communications with parents/guardians, and students
- Represent the athletics department at administration and campus meetings
- Attend and be prepared to present at curricular, admission, alumni, or parent/guardian events (i.e., Closer Look, Curriculum Night, Open House, Family Network Programming, new parent/guardian dinners, etc.)

Athletic Program Supervision

- Plan interscholastic athletic programs by organizing and scheduling athletic events with opposing school athletic directors, and oversee weekly and seasonal athletics schedules
- Work closely with faculty, principals, and administration to help maintain balance initiatives for Burroughs students
- Maintain and ensure all students are meeting athletic requirements for each school year
- Ensure supervision and appropriate behavior at games by attending and training staff
- Oversee maintenance, safety, and cleanliness of all athletic facilities in conjunction with the Director of Plant Operations
- Manage facility upgrades to meet current standards and program needs
- Implement safety and emergency response procedures for students and athletes with the assistance of the trainer and the safety & security coordinator
- Work closely with head coaches and the college counseling team to support students and families in the college recruitment process, and to facilitate placement of student athletes at appropriate colleges and universities
- Represent the school at league meetings and meetings regarding MSHSAA matters



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- Oversee the coordination of payments to officials and schools (tournament fees, etc.)
- Oversee the coordination of early dismissal and transportation schedules
- Coordinate and oversee out-of-town travel for all programs including but not limited to post-season tournaments
- Manage and oversee facility rental calendar for all athletic spaces with the assistance of the athletics facility manager
- Oversee the ordering of uniforms, equipment, and supplies with the assistance of the equipment manager and coaches
- Manage and oversee summer sports camps and special projects
- Plan details for signings by senior student-athletes
- Oversee the coordination of student records and department events for end-of-season and end-of-year awards
- Plan annual activities including the football jamboree, pep rally, Blue & Gold Spirit Week, etc.
- Organize end-of-season surveys for student-athletes

Qualifications

The ideal candidate will:

- Have a bachelor's degree (required) and a masters (preferred);
- Have expertise in the athletics world through many years of experience and leadership in a strong middle and high school program;
- Have strong intercultural competency demonstrated by a commitment to work in diversity, equity, and inclusivity;
- Be a collaborative, consensus-building leader who actively solicits input, listens well, communicates with inspiration and clarity, and effectively delegates and empowers staff;
- Have strong interpersonal and problem-solving skills;
- Be an effective writer and speaker;
- Possess an understanding of the role of sports in an academically demanding school;
- Be willing to teach a class in the academic program, serve as an advisor, and/or contribute to the overall program of the school in another meaningful way, as appropriate;
- Be an outstanding colleague with a tremendous work ethic and sense of humor.



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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), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.



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