

ATHLETIC DIRECTOR SEARCH

THE BERKELEY CARROLL SCHOOL

Brooklyn, New York

berkeleycarroll.org

Start Date: July 2026



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission

A passion for learning is at the heart of Berkeley Carroll. Our school is an intellectual, creative, and equitable community where devoted teachers challenge and engage talented students. Our demanding curriculum and vibrant civic life prepare our diverse graduates for success in college and for the greater endeavor—a life of critical, ethical, and global thinking.

At a Glance



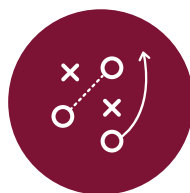
Established
1886



Total enrollment
1,004



Total coaches
60



Participation in sports
75% Middle School;
76% Upper School



Students of color
42%



Financial aid awarded
\$10.4M



Faculty with advanced degrees
79%



Sports teams
40

Zip codes represented: 60

Student/teacher ratio: 6:1

Endowment \$25M

Annual athletic operating budget \$852K

Athletic facility: 75-foot swimming pool, two full-sized gyms, a mezzanine area for fitness and strength-training, and two play yards.



Overview

The Berkeley Carroll School seeks nominations and applications for the position of Athletic Director to start July 1, 2026.

Berkeley Carroll is a vibrant, independent, coeducational day school serving approximately 1,000 students in Prekindergarten through Grade 12. Centrally located in Park Slope, Brooklyn, Berkeley Carroll brings together students from 60 zip codes throughout New York City and New Jersey. From the founding of the original Berkeley Institute in the late 19th century, through its evolution to the present, the school has been committed to providing a rigorous college preparatory program and a student-centered approach to education that focuses on critical, ethical, and global thinking. Admission to Berkeley Carroll is competitive, and our educators, students, parents, and guardians value both achievement and community.

The Athletics Program at Berkeley Carroll promotes lifetime fitness, sportsmanship, leadership, and a sense of responsibility. Through participation on a team, student-athletes develop discipline and focus, grow in self-understanding, feel joy in their activities, and develop an appreciation for competition and teamwork. While intramural athletics begins in the Lower School, interscholastic sports begin in 7th grade and continue through high school, offering a wide variety of options. The School's main athletic facilities are housed within the Bongsoon Zubay Athletic Center located on President Street including a four-lane, 75-foot pool, a full-size gym, and a mezzanine for strength training and fitness -. The program is also supported by another full-size gym and two play yards as well as off-site athletic venues. Approximately 40 teams compete against other schools in the greater NYC area.

Reporting to Head of School Lisa Yvette Waller, the Athletic Director will oversee all facets of the Athletics Department, working closely with other senior administrators at the school. The Athletic Director will work closely with the Assistant Director of Athletics and the Director of Physical Education.

Leadership

Dr. Lisa Yvette Waller became the Head of School of Berkeley Carroll in July 2019. Dr. Waller began her teaching career at Milton Academy. While completing her doctorate in history at Duke University, she joined the Dalton School as a high school history teacher and advisor, later serving as Associate Director of Admissions, Director of the High School, and Assistant Head of School for Progressive and Inclusive Practice.



Dr. Waller is a Trustee of several organizations including the New York State Association of Independent Schools (NYSAIS), the Guild of Independent Schools of New York City, Oberlin College and Conservatory, The Spence School, and the GO Project. She is also a member of the NYSAIS Commission on Accreditation. Additionally, she has served on the Board of Visitors of Duke University's Graduate School of Arts and Sciences as well as both the Executive Committee and the School Leadership Team at the Fiorello H. LaGuardia High School of Music and Art & Performing Arts.

Opportunities and Challenges

Berkely Carroll school seeks to hire its next Athletic Director, with a start date of July 1, 2026. The Athletic Director will:

Oversee the entire athletics department, including staff, coaches, and facilities. Hiring, training, and evaluating new coaches is paramount as is the ability to think creatively and strategically about on and off-site facilities. Curating the already positive relationships with off-site facility contacts will be important to the role.

Be a visible ambassador of the Berkeley Carroll athletics program both internally and in the greater NYC community. Being as present as possible at athletic contests and other all-school events will be central to the role. Further, being a positive role model for the coaches and student athletes will be crucial.

Continue to communicate consistently and proactively to all constituencies. This includes external communications to parents and student-athletes as well as internally to coaches, other members of the athletic staff, and faculty. The ability to work closely with members of the admissions, college counseling, and communications teams will further bolster the success of the Athletic Director and the athletics program.

Be an important, collaborative member of the school's administrative leadership team, working closely with the Head of School to make strategic decisions as they relate to the school's athletics program.



Qualifications and Personal Attributes

Professional Qualifications

- Significant managerial experience, preferably in athletic administration; experience in independent schools preferred.
- Strong background in managing complex athletic programs, including logistics, facilities, scheduling, and staff development.
- Understanding of policies related to school athletics, with preferred experience working within an independent school athletic league or equivalent.
- Proven ability to oversee and support a wide range of sports, levels, and student experiences—from elite athletes to first-time players.
- Experience collaborating with Admissions, Finance, and Facilities to align athletic priorities with institutional goals.
- Demonstrated success in recruiting, evaluating, and mentoring coaches and staff with a focus on equity.
- Proven expertise in effective communication with students, colleagues, and parents.
- Strong organizational skills and a high level of executive functioning
- Ability to manage and build camaraderie and a sense of ownership amongst a small athletics administrative team.

Leadership Style and Personal Qualities

- Visible and relational leader who builds strong trust across constituencies.
- Skilled, empathetic communicator with exceptional oral and written abilities who demonstrates an organized and thoughtful approach to all communication.
- Proven dedication to fostering the personal, emotional, and athletic development of student-athletes.
- Skilled at establishing and maintaining healthy boundaries with consistency and emotional intelligence, helping to build trust and mutual respect in all relationships, especially when navigating sensitive situations such as parent communications, coaching decisions, or team dynamics.
- Committed to the values of equity, inclusion, and belonging in all aspects of leadership.

Learn More

Click on the links below to learn more about Berkeley Carroll.

[School Website](#)

[Athletics at Berkeley](#)

[School History](#)

[College Matriculation](#)

[Diversity, Equity, and Inclusion](#)

[About Brooklyn, New York](#)



To Apply

Interested candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

- A cover letter expressing their interest in this particular position;
- A current résumé;

Rice Bryan

Senior Consultant

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The full-time salary range for this position is \$160K-\$185K. The starting salary is based upon, but not limited to, several factors which include years of experience, education background, and expertise.