



Upper School Athletic Director

San Francisco, CA

School Overview

The International School of San Francisco is a bilingual, multicultural PK2-12 learning environment where students learn to navigate the complexities of the world with confidence, empathy, and joy.

Mission

Guided by the principles of academic rigor and diversity, The International School of San Francisco offers programs of study in French and English to prepare its graduates for a world in which the ability to think critically and to communicate across cultures is of paramount importance. Our international community brings together people from many backgrounds. Together we strive to create a shared culture that develops compassionate, confident, and principled people who will make the world better. We base our community on these values: Respect, Integrity, Inclusion, Collaboration, and Curiosity.



Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

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Opportunity

Working at The International School of San Francisco opens up a myriad of opportunities – both personal and professional. Critical to our Strategic Plan in creating a proud, engaged community; we appreciate our faculty and staff by fostering a community of ongoing learning, respect, and collegiality and by providing competitive compensation and benefits. It is also of paramount importance to us that we continue to foster an environment of diversity, equity, and inclusion as we build a school community of individuals who are an actual representation of the world in which we live.

Position Description

The High School Athletic Director (Grades 9-12) works in conjunction with the Middle School Athletic Director in the operation of the Grades 4-12 athletic program. This position will work with the Middle School Athletic Director and school administration to implement the athletic policies and programs of the school. They will coordinate all sporting events and ensure they are conducted with concern for the safety of student-athletes and spectators. In addition, the Athletic Coordinator enforces all California Interscholastic Federation, North Coast Section, Bay Area Conference, Bay Area Interscholastic Athletic League policies relating to conduct of athletics and participation in athletics.



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Primary Responsibilities:

- GENERAL COMMUNICATION
 - Compose, edit, proof, and plan for the distribution of High School Athletic communications via the Athletics website, sports publications, and informational emails to students, coaches, families, faculty, administration, security, and outside school personnel, liaising closely with the school's Director of Communications as needed in the process
 - Maintain positive relationships and ensure timely, accurate communication with students, families colleagues, officials, and league correspondents
 - Communicate and liaise effectively with High School and school-wide leadership
- SCHEDULING & TRANSPORTATION COORDINATION
 - Organize, coordinate, maintain and communicate Athletic schedules, including transportation details.
 - Keep the shared gym calendar updated throughout the year: home games, school events, community events, etc.
 - Confirm all contests with coaches, opponents, officials, early dismissal times, and facility locations.
 - Coordinate transportation for all away contests and all off-campus practices for teams 5-12.
 - Maintain a professional working relationship with vendors to ensure our transportation needs are met.
- GYM & HOME GAME/ EVENT MANAGEMENT
 - Attend the majority of home contests Grades 9-12 teams across all seasons.
 - Supervise the preparation of facilities for all home contests. Coordinate with coaches to ensure a smooth set up, greeting of visiting schools, and other relevant details.
 - Manage and oversee the gym staff for all events (scorekeepers, gym managers, student volunteers)
 - Plan and organize the game operations staff for events, including organizing and supervising the gates and crowd control. Liaise with security and other staff to ensure smooth running of athletics contests and sportsmanlike conduct of players, coaches, and fans.
 - Help plan & execute special events: Sports Awards Nights, Spirit Games, Playoff Games, etc.
- ROSTER UPDATES & ELIGIBILITY
 - Oversee and approve the eligibility of all student-athletes including physical examinations and transfer student's required paperwork.
 - Oversee and maintain student-athlete records, such as participation requirements, physicals, FamilyID, uniform deposits.
 - Keep accurate rosters and share them with necessary constituents.
 - Update and analyze yearly team and student-athlete data.



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- **BUDGET**
 - Implement and monitor proactively the High School Athletics budget as set by the CFO and High School principal.
- **SUPERVISION & HIRING**
 - With the Middle School Athletic Director, supervise and evaluate the Assistant Athletic Director, the Athletic Coordinator and coaches.
 - With the Middle School Athletic Director, hire, onboard, and train new coaches.
- **UNIFORMS & TEAM GEAR**
 - Control the inventory and management of athletic uniforms including distributing, collecting, cleaning, and repairing all uniforms at the end of the season.
 - Facilitate online and in-person orders of team gear, while keeping storage spaces organized
- **OTHER DUTIES & RESPONSIBILITIES**
 - Serve as a High School advisor, participate in section faculty meetings, parent-teacher conferences, and other meetings as needed
 - Support student recruitment and retention efforts, including attending Open Houses and other admissions events as needed
 - Other duties and projects as assigned.



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Qualifications

- Bachelor's Degree required
- 3+ years of experience working with adolescent student-athletes
- 3+ years of experience in a leadership role, ideally in athletics
- Strong interest in coaching
- Ability to work in a fast-paced, flexible, team environment
- An optimistic attitude, positive spirit, and professional demeanor
- Exceptional verbal and written communication skills and knowledge of basic word-processing applications, Google Drive, and social media platforms required
- Excellent attention to detail
- Strong organizational and problem-solving skills
- Long-range strategic thinking skills

Salary range from \$140,000 to \$160,000 depending on experience and qualifications.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The International School of San Francisco is committed to providing an open, fair, inclusive, non-discriminatory environment for all individuals across differences of race, religion, sexual orientation, gender identity, national origin, socio-economic status, ethnicity, age, physical ability, or medical condition. We seek to increase the presence, representation, and inclusion of U.S. historically under-represented people of color, international, bilingual, and bicultural students, faculty, and staff; and, to provide an environment that will attract and retain individuals identified as lesbian, gay, bisexual, transgender, queer, questioning and intersex (LGBTQQI).

To Apply

Interested candidates should submit a **resume** and **cover letter** to:

Rice Bryan, Senior Associate
Carney Sandoe & Associates
rice.bryan@carneysandoe.com
and

Amanda Gastel, Placement Counselor
Carney Sandoe & Associates
amanda.gastel@carneysandoe.com

Please do not contact the school directly.



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