



Middlesex

Position Announcement Middlesex School Director of Athletics

Middlesex School seeks a Director of Athletics beginning in the 2023-24 academic year. For more information on Middlesex, please visit our website at www.mxschool.edu.

This position is a full-year administrative faculty position that requires a high level of community engagement, collaboration and visibility clearly aligned with the School's values and priorities. It also requires strong personal commitment to athletics as a critical area of personal, character and leadership development for our students, as well as athletics as a competitive arena for skill development and interscholastic competition. The Director of Athletics is an important resource and advocate for the teacher-coaches on which our program depends, as well for our student-athletes, and excellent organizational and communication skills are required. The Director of Athletics will spearhead athletic initiatives and the continued evolution of the athletics program that is central to the Middlesex experience. The successful candidate will have proven experience as a collaborative, high-capacity colleague, and a commitment to embracing and supporting the diversity of the Middlesex community.

As a faculty member, the Director of Athletics attends all faculty meetings, acts as an advisor to students and serves on evening and weekend duty teams. Competitive salary and benefits, including a strong professional development program, will be commensurate with qualifications and experience. As part of the School's leadership team, the Director of Athletics reports to the Head of School.

Supervisory Responsibilities:

- Interviews, onboards, and trains all staff and faculty who report to this position, including, but not limited to: Assistant Athletics Directors, Athletic Trainers, Equipment Manager, Assistant to the Athletic Director.
- Plan and execute weekly Athletic Department meetings.
- Oversees the process of hiring, onboarding, and training of coaches and other athletics staff.
- Develops standards and conducts performance evaluations for athletics staff including professional development.
- Oversees and ensures compliance with all school and league policies regarding athletics.

Principal Athletic Department functions:

- Represent Middlesex Athletics at all ISL, NEPSAC and other meetings and conferences as appropriate.
- Propose and oversee all aspects of the Athletic Department budget.
- Participate in athletic facilities master planning and implementation strategies.
- Manage parental conversations and issues regarding any aspects of the student athletic experience.
- Oversee the scheduling of all events and athletic competitions including transportation and athletic officials.
- Create, supervise, and maintain accurate records, policies, and procedures for the department.
- Coordinate the planning and execution of the athletics schedule.
- Assign faculty coaching responsibilities, in coordination with the Associate Head of School.
- Oversee athletic website and social media platforms for updates, scores, stories, photos, and general content.
- Coordinate with all vendors for services related to Athletics Department.
- Represent athletics in long range and plant improvement planning.
- Lead athletics rallies, prize meetings and assemblies.
- Oversee athletics facilities access and policies.
- Develop and maintain Athletic Department policies, records and practices.

To pursue this position, submit materials to careers@mxschool.edu: write Athletics in the subject line and attach as a single pdf a cover letter expressing qualifications for the position and interest in Middlesex School; a current resume; and references. Materials will be accepted until the position is filled.

Middlesex School is committed to bringing together a diverse faculty, staff, and student body. We encourage candidates who represent the broad, diverse community to which we aspire.

Middlesex School is an Equal Opportunity Employer committed to an inclusive school experience for all.