



ST. JOHN'S PREP

Director of Athletics

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust and zeal, we educate students to be, do and stand for good in the world. We enroll 1,500 students from more than 60 communities.

The Director of Athletics oversees educational athletics in grades 6 through 12 at St. John's, which is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and the Catholic Conference. The ideal candidate will have a deep understanding of educational athletics and how it shapes the culture and climate of a school community, as well as a demonstrated ability to partner with constituents on and off campus to live out our call to wellness and the education the whole person. The Director of Athletics reports to the Principal/Associate Head of School.

Key responsibilities include:

- Supporting coaches, student-athletes, and their families in understanding and living the mission of St. John's.
- Partnering with the Director of Wellness to support providing opportunities for all students to build community through movement.
- Building healthy and positive relationships with other departments on campus to support student engagement, campuswide programs and events, and the holistic development of student-athletes at St. John's.
- Overseeing daily operation of the athletic program including team selection process, practice schedules, game schedules, transportation, website and social media presence, equipment and supply acquisition, athletic training services, and facilities supervision.
- Building positive and healthy relationships with parents.
- Partnering with the Assistant Head of School for Finance/CFO and the Principal/Associate Head of School to develop and implement a strategic vision for athletic budget, capital needs, and human resource management.
- Collaborating with the Auxiliary Programs team on development of master facilities schedule for athletics programs.
- Addressing issues and/or conflict that might arise among various internal and/or external constituents involving athletics.
- Overseeing all aspects of game and event management in accordance with school and MIAA policies and procedures.
- Conducting pre-season High School and Middle School athletic meetings.

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**St. John's
Preparatory School**

72 Spring Street
Danvers,
Massachusetts
01923

- Assisting in hiring head varsity coaches
- Hiring assistant and sub-varsity high school coaches and Middle School blue and white coaching staffs.
- Planning and implementing developmental sport opportunities for High School and Middle School students.
- Supervising assistant directors of athletics, coaches, athletics trainers, equipment manager, and game/event staff.
- Developing and implementing a leadership component in athletics for student-athletes.
- Developing and implementing a comprehensive professional education program for coaches.
- Collaborating with members of the Communications team to build healthy and positive relationships with local media and community organizations/partners.
- Representing St. John's Prep at MIAA and Catholic Conference meetings and serving on committees within the MIAA governance structure.
- Partnering with the Advancement team on designated programs and initiatives.
- Coordinating athletic representation on the Athletic Hall of Fame Committee, Wellness Committee, Gender Task Force, Student Retention Committee, Student Engagement Team, and Student Leadership Task Force.

Qualifications and Skills:

- Strong interpersonal skills; proven ability to build and facilitate a team approach based on collegial leadership.
- Demonstrated leadership and commitment to Catholic education; 3-5 years in high school athletic administration preferred.
- Commitment to partnering with parents.
- Strategic mindset informed by contemporary educational athletics issues, topics, and trends.
- Keen organizational, leadership, and administrative skills.
- Skilled in conflict resolution.
- Master's degree in athletic administration, education or related field; Certified Athletic Administrator (CAA) credential preferred.
- Facility and high comfort level with advanced technology and social media tools, including database programs, Microsoft Office, Twitter, and others.

Interested candidates are asked to send a cover letter, résumé, a written statement of your philosophy of mission-based leadership, and academic transcripts, to Traci Schaeublin, Director of Human Resources, at tschaeublin@stjohnsprep.org by December 28, 2018.

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