

# THE CARMEL SCHOOL WILDCATS

## **Athletic Director Position Description**

The Carmel School is seeking an Athletic Director for the 2026-2027 school year who will champion a Christ-centered, character-driven athletic program where every student has the opportunity to grow, compete, and belong.

The Athletic Director provides leadership, vision, and administrative oversight for the school's interscholastic athletic program. This individual ensures that the athletic program aligns with the school's mission, supports student development, promotes sportsmanship, and maintains compliance with all applicable league and state regulations.

This position reports directly to the Head of School, works closely with the school's Senior Leadership Team, and begins officially on July 1, 2026.

### **Qualifications:**

#### *Required:*

- Bachelor's degree from an accredited college or university
- Minimum of **five (5) years of athletic leadership experience at a public and/or private/Independent school**
- Demonstrated experience supervising coaches and managing athletic programs
- Proven effective organizational, communication, and leadership skills

#### *Preferred:*

- Master's degree in Educational Leadership, Sports Management, or related field
- Prior coaching experience
- Experience with private/Independent school athletic associations and league compliance

### **Summary of Essential Position Functions:**

#### *Program Leadership & Vision*

- Ensure alignment of athletics with the school's mission and values
- Provide strategic direction and long-term planning for all athletic programs
- Promote character development, leadership, and sportsmanship among student-athletes and coaches

### *Staff Supervision & Development*

- Supervise and mentor the school's Assistant Athletic Director (new position-July 2026)
- Active, available, and visible at athletic and school events
- Foster a positive and collaborative athletic culture
- Recruit, hire, supervise, and evaluate coaches
- Provide professional development opportunities for coaching staff

### *Operations & Compliance*

- Oversee athletics scheduling, transportation, facilities usage, and game-day operations
- Ensure compliance with league (VMAC), state, and governing body regulations
- Maintain accurate athletic records and eligibility documentation
- Develop and manage the athletic department budget

### *Student & Community Engagement*

- Support student-athletes' academic and personal success
- Communicate regularly and effectively with stakeholders (parents, students, staff/faculty)
- Represent the school at league meetings and community events
- Build positive relationships with families, alumni, and supporters

### *Risk Management & Safety*

- Ensure proper safety protocols and emergency procedures are in place
- Oversee facility safety, equipment maintenance, and overall cleanliness
- Monitor health and eligibility requirements for student-athletes

### *Additional Duties and Opportunities*

- Provide strategic leadership for year-round athletic offerings for students in all divisions
- Maintain the athletics portion of the website and social media accounts (in collaboration with the school's Communications Coordinator)
- Coordinate school's vending and concessions offerings, including volunteers
- Hold an active certification for First Aid, CPR, MAT, and concussion awareness

### **Key Competencies:**

- Strong leadership and decision-making skills
- Ability to manage multiple programs and priorities
- High level of integrity and professionalism
- Commitment to student-centered education
- Excellent written and verbal communication skills
- This position requires availability during evenings and weekends to attend athletic events and meetings. The Athletic Director must be able to perform duties in both office and outdoor athletic environments.

## **Vision Statement**

### **Athletics at The Carmel School**

Our community desires that athletics bring classmates together, teach them to rely on one another, and build toward success as a unified team. We believe that athletic participation is an important element of a holistic education and should channel student energy toward purpose, cultivate perseverance, and teach integrity in both victory and defeat. At The Carmel School, sports are not an extracurricular afterthought- they are a formative arena where faith, discipline, joy, and teamwork intersect.

Building on a strong foundation and looking to the future, we envision Carmel Athletics as distinctly joyful, unified, and mission-driven. Practices should be purposeful. Competition should be spirited and honorable. Coaches should be mentors who model humility, preparation, and strong character. Teams should feel like families- marked by encouragement, accountability, and school pride. The Carmel School is committed to pursuing competitive excellence while never losing sight of what matters most: shaping young men and women who reflect Christ, demonstrate sportsmanship, and carry themselves with confidence and gratitude, whether they are winning championships or learning through adversity.

The next Athletic Director will set the tone for this culture- strengthening programs, investing in coaches, partnering meaningfully with parents, and building systems and policies that allow student-athletes to flourish. This strategic school leader will help ensure that Carmel Athletics is known not only for disciplined preparation and competitive success, but also for integrity, unity, and an unwavering commitment to our mission. Our prayer is that every student who puts on a Carmel jersey leaves our program stronger in faith, deeper in character, richer in relationships, and prepared to lead well beyond the field, court, pool, or track.

Interested and qualified candidates should contact [Careers@TheCarmelSchool.org](mailto:Careers@TheCarmelSchool.org) and include a cover letter and resume. All available openings are posted on our website and removed once the position is filled. The Carmel School accepts qualified candidates without regard to race, color, religion, creed, or national or ethnic origin, and does not discriminate unlawfully in the administration of its educational policies or other school programs.