

Westwood Schools is seeking an energetic and dynamic leader to serve our school and community as an **athletic director, assistant headmaster and coach**. This leader should be a unique problem solver with a strong vision for student/athlete success in addition to possessing a thorough knowledge of athletic policy and procedure.

Required Duties:

Athletic Director - Generally oversee all administrative and organizational aspects of the athletic program, including scheduling, overseeing the budget and ensuring appropriate spending, preparation, promotion, compliance, and facility management.

Assistant Headmaster - Assist the headmaster in leading and guiding an efficient, effective school. This dynamic leader will assist with curriculum and instructional programs, while supervising, disciplining and monitoring students to effectively maintain a safe and orderly school.

Other important duties include but are not limited to the following:

- A willingness to teach classes and coach in addition to athletic director duties.
- Supervise & coordinate all athletic events
- Promote student athletes and sportsmanship within all programs
- Coordinate with coaches on games, practice, and event schedules.
- Coordinate the attendance of coaches at clinics and workshops.
- Coordinate the purchase, reconditioning and storage of athletic equipment.
- Coordinate all schedules, all tournaments and post-season games with administration.
- Schedule physical examinations for all athletes
- Schedule travel arrangements, bus maintenance and event security
- Arrange for payment of all game officials.
- Work with school administrators to assure student-athletes are academically eligible
- Hiring and retaining coaches, and assessing and monitoring current and prospective coaches.
- Inspecting facilities and equipment for cleanliness, safety, and upkeep.
- Approving the purchase of necessary equipment and facility upgrades
- Staying current on the various rules and regulations with GISA
- Discuss student eligibility with school administrators
- Maintain safe, orderly and clean facilities
- Pre-season, post season meeting(s) with coaches to track progress

Qualifications desired:

- Experience in teaching, coaching, supervision and/or administration. Applicants should possess strong leadership and management skills along with valuable interpersonal and communication skills.
- Candidates should be able to manage relationships with faculty, students, coaches, school administrators and the public.

Interested applicants should send a cover letter and resume to [hwright@westwoodschoools.org](mailto:hwright@westwoodschoools.org)