SUMMARY:
Andover’s athletic program offers more than 50 sport, dance, and exercise options at every level of instruction. The school has 65 interscholastic teams competing in 21 different sports. Facilities include a field house, a squash center, two ice rinks, an indoor swimming and diving pool, basketball gymnasium, a weight and exercise room, dance studios, indoor and outdoor tracks, tennis courts, and fields for football, soccer, lacrosse, field hockey, softball and baseball.

The position is a 12-month, ongoing administrative faculty appointment reporting to the dean of faculty, who in turn reports to the head of school. The director oversees and implements the academy’s athletic policies, programs and facilities. The director administers all aspects of the academy’s life activity, intramural, and interscholastic athletic programs, including program development and evaluation, staffing, and facility maintenance and renewal. Working with others within the academy’s collaborative management structure, the director represents the athletics perspective in policy development and strategic decision-making; hires and supports continuous professional development of the coaching and training staff; supports the recruitment of student athletes; supports student athletes in the college admission process; ensures timely publicity and accurate reporting of athletic events and results.

The director will ensure compliance with applicable laws and Academy athletics policies; administer departmental budget and accounts in a fiscally responsible manner; and sustain a culture of sportsmanship, professionalism and respect at all levels. The director also meets with peers at other private schools via District III, Eight Schools Association, and NEPSAC Athletic Director meetings. The director may teach one section per term and coach up to three seasons. Frequent nights, week-end work, and in-season travel required.

Responsibilities:
The responsibilities of the Director of Athletics include, but may not be limited to, the following:
• Provide strategic and administrative direction for all athletics programs and activities in concert with the stated core principles of athletics at Andover.
• Supervise the management and maintenance of recreational athletic equipment and facilities;
• Supervise full- and part-time athletics staff including responsibility for hiring, training, mentoring, evaluating and disciplining coaches, athletic trainers, and athletics staff to ensure maximum student safety and positive collaborative relationships with on- and off-campus partners;
• Oversee activities of all coaches, athletic trainers, interscholastic teams and intramural and life activities;
• Plan, implement, and promote interscholastic, intramural, and life activity athletic programs including scheduling games for interscholastic sports, ensuring a robust intramural program, and developing and overseeing a range of life activity programs;
• Provide game-day supervision of home contests and Andover/Exeter weekend;
• Oversee proper scheduling in regard to volume, fairness, and physical mismatches; oversee the travel arrangements for athletic teams and official assignments for interscholastic contests;
• Establish and maintain standards of conduct and practice rules for all student athletes and coaches;
• Monitor strict observances of health, safety and legal requirements for athletic program operations with a goal of risk assessment and risk reduction;
• Develop and manage departmental, team, and special events budgets; oversee ordering of equipment; and ensure departmental compliance with all Academy cash handling and management policies;
• Collect and analyze departmental statistics and data and prepare and distribute reports as appropriate;
• Oversee the Sports Information Director in reporting current information about athletic events including but not limited to updates of athletic web pages and social media;
• Support the recruitment of student athletes in coordination with coaches and the Admissions Office;
• Coordinate with Office of Academy Resources on alumni athletics events, fundraising, and community relationships;
• Coordinate with College Counseling and coaches to educate student/athletes and coaches with regard to appropriate college opportunities;
• Coordinate with Dean of Faculty to achieve appropriate staffing, including hiring of prospective teaching candidates; hire coaches from outside the school when necessary; assign faculty coaching positions in consultation with the Dean of Faculty; and consult with faculty members with regards to their individual coaching responsibilities;
• Work collaboratively with the Office of Physical Plant to manage facilities maintenance and implement the comprehensive renewal of the academy’s indoor athletic facilities as outlined in the 2015 Athletics Facilities Master Plan.
• Work collaboratively with the Director of Outreach and Summer Session to support summer programs.
• Coordinate with the Dean of Administration and Finance to assess potential use of the athletic facilities by non-academy entities and non-academic year programs;
• Partner with the Sykes Wellness Center team to support wellness programming across the academy;
• Represent the Academy at professional meetings and other special or public events;
• Work with the Business Office and Office of Physical Plant on topics of mutual interest with the town, including health and safety codes;

Relationship to governing, administrative and professional groups:
• Report in writing to Board of Trustees three times per year.
• Meet weekly as a member of the Academic Council.
• Serve as a member of 8 School Athletic Directors group.
• Attend appropriate NEPSAC functions.
• Serve as ex-officio and faculty advisor to the student Athletic Advisory Board.
**Reporting structure:**
Reports to the Dean of Faculty

**Qualifications:**
Minimum qualifications include a bachelor’s degree and eight years of experience coaching and/or teaching at either the secondary school or collegiate level. Administrative experience and a working knowledge of sport law, safety regulations, exercise physiology, injury prevention, and the benefits of incorporating fitness into a healthy life balance are also preferred.

**Knowledge, Skills & Abilities:**
Strong administrative, management, and organizational skills
Excellent written, verbal, and interpersonal skills