



**Position: Athletic Director**

Location: Pasadena, CA

Job Type: Full-Time –12 month, Exempt

Salary Range: \$70,000 - \$100,000

The Athletic Director is a full-time administrative role responsible for all elements of the athletic program at The Waverly School, including team sports and helping students transition from physical education into athletics. They also oversee the coaching program and ensure its alignment with the school's mission and vision. In addition, the Athletic Director will teach middle school and high school physical education and/or an academic class (English, Math, Science, History, Spanish). The Athletic Director reports directly to the Head of School and serves as member of the administrative team. This is a new administrative position and is a great opportunity for a leader who understands the importance of educating athletes of all levels and all genders and can skillfully and patiently help student-athletes develop a spirit of competition, positive relationships through sports, respect for competitors and the development of equity and inclusion skills through athletics.

The ideal candidate is highly organized, communicates well with students, parents, coaches and local club sports coaches. Experience in coaching is required as is the ability to mentor and manage other coaches and develop a positive culture that supports all athletes to perform with integrity, commitment, school spirit and respect. The successful candidate will also be interested in growing the athletic program to support athletes who want to compete in intercollegiate athletics, while being able to understand and nurture athletes who want to focus on participation, camaraderie and personal growth. Though not required, proficiency in Arabic, Armenian, Chinese, Hebrew, Hindi, or Spanish would be very useful in this role.

**The successful candidate must:**

- Understand and align with Waverly's commitment to progressive education and social justice education.
- Be skillful in email communication with athletes, parents and other schools.

- Timely coordination of team schedules, including transportation, management of referees and communication with leagues and CIF administrators.
- Be able to coach one of the following sports: Basketball, Volleyball, Soccer, Baseball, Cross-Country/distance running, or tennis.
- Be skilled with email communication and scheduling
- Be a compassionate communicator able to relate to a diverse group of students and parents.

**Specific responsibilities of the Athletic Director include, but are not limited to:**

- Prepare and implement an annual athletics budget in coordination with the Head of School and Director of Finance and Operations.
- Maintain a current athletic handbook listing detailed policies and procedures.
- Work directly with the California Interscholastic Federation (CIF – Southern Section) particularly for scheduling soccer, volleyball, flag football and basketball.
- Independently use school resources to facilitate the athletic program and communicate effectively with families and athletics contacts.
- Coordinate all training for student athletes and coaches.
- Be responsible for enforcing safety procedures related to athletics.
- Supervise and monitor student athletic development across divisions.
- Communicate all pertinent information in a timely manner.
- Monitor and evaluate athletic events.
- Perform duties as assigned to support student athletics, the school community, and the school's mission and vision.
- Recruiting and hiring coaches for all sports teams in coordination with the Director of Human Resources.
- Train and supervise coaches (both within the faculty and outside of the School).
- Organizing team schedules in coordination with team coaches.
- Coach a team sport, each season or as needed.
- Coordinate with division directors to support student athletes.
- Communicate with parents regarding schedules for practices and competitions.
- Coordinate the rental of facilities and officials for all sporting events.
- Teach student athletes about sportsmanship and values aligned with The Waverly School Mission.
- Managing equipment for all teams and maintaining an accurate inventory of materials for each team.
- Supporting student athletes who want to play college athletics.
- Teach P.E. for middle and high school and/or an academic class.

- Attends physical education classes to meet students and support athletic development in partnership with the elementary school P.E. teacher.

**Additional responsibilities included, but not limited to:**

- Upholding the mission of the School and supporting the School's DEIJB work
- Collaboration with Division Directors and Dean of Students on the scope and sequence of the Athletics Program.
- Partnership with the Admissions Department to recruit and retain a diverse, talented and engaged student body and provide meaningful onboarding for students and families new to The Waverly School.
- Collaborate with the Development Department to coordinate proper use of school branding and design for uniforms and promotional materials
- Collaborate with the School administrative team on policy and communications, PS-12.
- Provide classroom coverage when internal or external substitutes are unavailable.
- Serve as an advisor to a small group of students
- Occasionally act as chaperone for school trips.
- Complete additional duties related to the School athletics program as directed by the Head of School.

**Participation:**

- Leadership team meetings
- Middle and high school division meetings
- All School Faculty and Staff meetings
- Attending School events as needed, including nights and weekends.

**Education and Experience**

- Bachelor's degree or higher
- 2-5 years of coaching experience
- Experience in an administrative role or with administrative duties
- Preference for progressive educational experiences

**Physical Demands:**

- Work in person, on campus during school hours.
- Prolonged periods of standing and walking throughout classrooms and between several campus locations.
- Occasionally lift 15-45 pounds at a time

- Regularly work on repetitive tasks
- Must be able to stand, lift, push, pull, stoop and bend for short periods of time
- Work with frequent interruptions.
- Maintain emotional control under stress.
- Regular participation in athletics activities with school sports teams warm ups, practices, and games.

#### **Other Employment requirements:**

- CPR/AED/First Aid certification training every 2 years
- Initial and continued TB Assessment required for employment in CA schools
- Annual Mandated Reporter and Harassment Prevention Training
- Adhere to school policies and procedures as outlined in the Employee and Faculty Handbooks

#### **School Contact**

Interested candidates should submit their letter of interest and resume to:

Vella Cagle  
 Director of Human Resources  
[vella@thewaverlyschool.org](mailto:vella@thewaverlyschool.org)

#### **School Information**

[The Waverly School](#) is a nonsectarian, coeducational, college preparatory, progressive day school that spans young kindergarten through high school. Waverly provides an experience-based, cross-disciplinary education in which students are expected to work to their highest potential. Waverly is dedicated to helping students become confident, curious, resourceful learners who demonstrate intellectual engagement, critical and creative thinking, respect for individual differences, and a strong sense of personal and social responsibility. The Waverly School has three campuses and a one-acre organic farm, all within walking distance of one another, in Pasadena, CA.

#### **EEO Statement**

The Waverly School is an equal opportunity employer dedicated to a policy of non-discrimination based on the race, color, creed, religion, sex, gender, gender identity, gender expression, marital status, pregnancy, transgender, transsexualism, sexual orientation, age, national origin, citizenship, primary language, military or veteran status, physical handicap, disability, medical condition, mental disability, genetic characteristic or information, ancestry, or based on any other consideration made unlawful by federal, state, or local laws.