



# Director of Athletics Job Position Statement



ST. JOHN'S SCHOOL

Houston, Texas

[www.sjs.org](http://www.sjs.org)

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WELCOME TO  
ST. JOHN'S SCHOOL

ABOUT SJS

SJS MISSION

## ABOUT THE SCHOOL

St. John's School (SJS) is an independent, co-educational K-12 day school in Houston, Texas, that provides students with a rigorous college-preparatory curriculum and a wealth of enrichment opportunities carefully designed to prepare students for lives of leadership, service, and personal fulfillment. Students of all ages and beliefs are encouraged to explore the many dimensions of their developing personalities and interests at St. John's. Whether attending chapel, serving the needs of others, or experiencing the environment and cultures outside the classroom, there are always opportunities to sample diverse experiences that bring out individual talents and to share unique experiences together. As such, the entire St. John's community is shaping the next generation of leaders—servant leaders for Houston, for Texas, and for our country.

Since 1946, St. John's School has encouraged dedicated students to study, inquire, play, and thrive. Combining accomplishments in academics, athletics, and the arts with selfless service, St. John's students today join and continue the SJS tradition of action, distinction, and service on and off campus. St. John's academic offerings and co-curricular programming instill in its students both intellectual enthusiasm and an appreciation of discovery. Faculty and staff encourage students to focus on achievement with a willingness to explore varied paths to reach their goals. "We've been absolutely amazed by how faculty and coaches have rallied around our children and cared and supported them in their interests and goals," reflected a current parent. Because the SJS community revels equally in scholarly, athletic, and artistic endeavors, day-to-day life at St. John's is filled with the joy of learning and doing, both for students and for faculty. "This is a playground for intellectual minds . . . It's a heady place to be," noted a faculty member. Another commented, "The people I teach with are an inspiration to me. They bring their love of kids and their subject matter every day."

The School functions in large part because of its student-run honor system. At SJS, honesty, respect, and responsibility are basic precepts of honor. Actions or attempted actions that run counter to these precepts are violations of the Honor Code. It highlights the belief that students can and should take responsibility for establishing and maintaining standards for their own behavior, thus protecting personal freedom and community standards. By relying on this honor system, SJS daily life becomes more productive while also showing the next generation that, in order to secure greater civil freedom, individuals make a commitment to the community out of trust and mutual concern. St. John's School is accredited by ISAS (Independent School Association of the Southwest) and is a member of NAIS (National Association of Independent Schools).



## DIRECTOR OF ATHLETICS POSITION

St. John's seeks an educational leader to oversee its comprehensive Athletics Department which encompasses a full physical education curriculum and over 80 teams. He or she will support and develop the athletic program including identifying and developing coaches while providing all interested students access to a quality athletic experience at all levels. He or she will also support a multi-faceted educational program designed to address the needs of the "whole child" as outlined in the School's Mission Statement and Precepts & Principles, helping to develop students' full potential—physically, mentally, emotionally, socially, and ethically. This is a full-time, 12-month exempt position serving on the Senior Administrative Team and reporting directly to the Head of School.

### Essential Duties and Responsibilities:

- Managing a complex and expansive program in the context of a school with high academic expectations
- Ensuring that all athletic programs are conducted according to the policies of the School and all participants meet the standards of good sportsmanship
- Identifying, recruiting, hiring, developing, and maintaining an inclusive and diverse athletic and seasonal coaching staff and supervise assignments so that they are ideally carried out according to the School's philosophy
- Providing professional development opportunities through speakers and in-house sessions as well as sending staff to sport-specific clinics and conferences
- Establishing, managing, and monitoring the athletic budget
- Overseeing the purchase of all athletic equipment and uniforms
- Managing athletic assemblies and award presentations
- Representing St John's School in the Southern Preparatory Conference (SPC) and the Houston Junior Prep Conference (HJPC) and serve on the school and athletic committees
- Meeting regularly with the Head of School and Senior Administrative Team
- Creating mutually beneficial relationships with SPC-member schools and athletic directors that are important to the athletic program's success
- Managing Varsity, Junior Varsity, and Middle School sports and oversee developmental youth programs
- Assisting in the Middle and Upper School admission process
- Providing direction and leadership to Varsity team captains
- Arranging of team schedules, the use of fields and facilities, transportation, and officials for all contests
- Record-keeping of individual contests and team results as well as team and individual awards
- Guiding aspiring student-athletes through the college recruitment process
- Contributing beyond the position description to support the strategic vision of St John's School
- Serving as teacher, advisor, or coach as appropriate



## DIRECTOR OF ATHLETICS POSITION

**Candidates will possess the following qualifications and competencies:**

- Master's degree with teaching and head coaching experience
- Minimum of seven years leadership experience at a school, college, or university with a large coaching staff
- Strong record of success in athletics and school administration, with a minimum of five years administration experience
- Demonstrated skills in leading a large coaching staff
- Accountable, builds trust among colleagues, and is a role model to coaches and athletes
- Solid academic credentials, robust experience, and a commitment to lifelong learning
- Ability to articulate the School's Mission Statement and Precepts & Principles
- Experience in and commitment to the ongoing development and maintenance of an inclusive campus community
- Strong technical experience, confidence with databases, and familiarity with social media platforms
- Excellent communication, networking, and writing skills, including the ability to speak effectively before groups of students, employees, parents, and other constituents of the School
- Willingness to take initiative, be adaptable, and respond to a fast-paced environment
- Ability to remain calm under pressure and in emergency situations
- Values integrity and sportsmanship and understands the importance of athletics and his or her role within the independent school community





## Sports offerings

St John's School has more than 80 teams (Varsity, Junior Varsity, and Middle School) across a wide range of sports. SJS is a member of Southwest Preparatory Conference (SPC) and Houston Junior Prep Conference (HJPC).

### FALL

Cheerleading  
Boys' Cross Country  
Girls' Cross Country  
Field Hockey  
Football  
Girls' Volleyball  
Boys' Volleyball

### WINTER

Cheerleading  
Boys' Basketball  
Girls' Basketball  
Boys' Swimming and Diving  
Girls' Swimming and Diving  
Wrestling  
Boys' Soccer  
Girls' Soccer

### SPRING

Baseball  
Boys' Golf  
Girls' Golf  
Boys' Lacrosse  
Girls' Lacrosse  
Softball  
Boys' Tennis  
Girls' Tennis  
Boys' Track and Field  
Girls' Track and Field

# ATHLETICS AT SJS

Athletics are an integral part of the School's educational program. Each scholar-athlete is encouraged to compete honorably and with integrity. As in academics, the athletic program provides powerful opportunities for students to strive for excellence, deal with adversity, and learn how to live within and grow beyond their limitations. At all levels, the program teaches the value of hard work to achieve meaningful goals, with attention given to skill development, conditioning, and fitness. Approximately 83% of Upper School students participate in one or more of the 44 Varsity and Junior Varsity teams which include cross country, cheerleading, field hockey, football, volleyball, basketball, soccer, swimming and diving, track and field, baseball, wrestling, golf, lacrosse, softball, and tennis. St. John's School is a member of the Southwest Preparatory Conference (SPC) and Houston Junior Prep Conference (HJPC).

SJS ATHLETICS BY  
THE NUMBERS

FACILITIES



## LIVING IN HOUSTON

As America's fourth-largest city—and the largest city in Texas—Houston is a dynamic and evolving city. Home to nearly 7 million residents in the metro area, Houston today is truly a global city, making meaningful contributions in the arts, sciences, and education. The city is the most diverse in the U.S., with residents from a wide range of racial, ethnic, and religious backgrounds, as well as a substantial and growing international community. Not surprisingly, its attractions are also diverse. Houston is home to several professional sports teams, a space exploration center, a world-class zoo, a top-notch symphony, the Houston Rodeo—and more. Houston's city limits contain the second-highest number of Fortune 500 headquarters of any U.S. municipality, after New York City. Houston's top industries include energy and oilfield equipment, healthcare, aeronautics, manufacturing, tourism, and transportation. The greater-Houston area has 14 major institutions of higher learning, including the

University of Houston, Texas Southern University, and Rice University. The Texas Medical Center contains the world's largest concentration of healthcare and research institutions, among them MD Anderson Cancer Center and Texas Children's Hospital, as well as a wide range of medical, nursing, dentistry, and pharmacy programs. The city's central urban center is enclosed by the square-ish Interstate 610—what locals refer to as "the Loop." Living inside the Loop comes with all the perks of city life: an easier commute, an elevated bar and restaurant scene, and a high concentration of museums and cultural events. Neighborhoods inside the Loop feature vibrant dining and antique scenes, historic buildings, park systems, libraries, and walkable communities. Areas outside the Loop have a more low-key and suburban feel, with golf courses, green space (Houston has the highest total park acreage of any U.S. city with over 1 million residents), and convenient dining and shopping.





## To Apply

Qualified and interested candidates should prepare the following documents:

- Cover letter expressing interest in this role
- Current resume
- Personal statement of athletic and leadership philosophy
- List of five references (references will not be contacted without the candidate's permission)

The Finney Search Group has been engaged to provide candidates to the School. All interested individuals are encouraged to submit their resumes via <https://www.thefinneysearchgroup.com/sjs-ad-application>

Deadline for receipt of full application materials is February 15, 2023.

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