



## **Director of Athletics**

**Position Overview:** The Director of Athletics is responsible for leadership, supervision, and strategy for all aspects of Athletics and Physical Education in grades TK-12. A member of Viewpoint's Senior Administrative Team along with Assistant Heads and Division Heads, the Athletic Director provides vision and leadership in alignment with Viewpoint's Mission, Vision, and Core Values, and ensures that necessary departmental functions are managed effectively in pursuit of the school's educational and institutional goals. The Director works directly with the Head of School and Associate Head of School to provide strategic direction and collaborates regularly with other senior leaders, including the Division Heads, Chief Marketing Officer, and Assistant Head of School for External Affairs. The Athletic Director also serves as a member of Viewpoint's Education Council, the administrative body overseeing curriculum and program.

Viewpoint School, a TK-12 co-ed independent school of 1215 students, fulfills our World Ready promise through a program of distinctive breadth and depth on our campus in the Santa Monica Mountains in Calabasas, west of Los Angeles.

### **Primary Responsibilities:**

- Provide proactive and inspirational executive leadership for a comprehensive athletic program, overseeing both strategic development and day-to-day operations.
- Take initiative in direct supervision, recruitment, evaluation, and mentoring of Athletics Department staff: assistant directors, trainers, coaches, and administrative support.
- Supervise the development and implementation of the interscholastic and physical education curricula and programs.
- Establish and oversee the implementation of the School's statements of mission, vision, values, and impact regarding athletics.
- Continually evaluate the changing nature of school athletics – needs, programs, and the external environment – to inform school and department strategy.
- Communicate clearly, effectively, and collaboratively with the community.
- Work with academic leaders and college counselors to support student-athletes.
- Embrace and advance equity, inclusion, and a culture of mentorship and learning.
- Cultivate a community of genuine trust and confidence in succeeding a predecessor with a significant legacy.
- Work with the Business Office to support an annual budgeting process aligned with school-wide priorities.
- Represent Viewpoint School in league and NIAAA matters.
- Assist school leaders with developing an ambitious vision and with a prospective capital campaign for athletic facilities.

### **Experience, Knowledge, Skills, Abilities Required:**

- Bachelor's Degree in a relevant field and a minimum of five years of Athletic Director experience
- Ability to foster a positive and collaborative climate and culture for Viewpoint Athletics
- Experience navigating complex issues and reaching decisions collaboratively and with confidence and authority
- Impeccable communication skills that demonstrate clarity, tact, and professionalism
- A knack for interacting positively and constructively with school personnel, athletes and their families, and a range of external constituents
- Creative and innovative, solution-oriented, competitive, ethical, and student-centered

**Estimated salary range \$150,000 - \$200,000 plus benefits, commensurate with experience.**

**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/vp-ad-application>. Applications sent directly to the School will be forwarded to The Finney Search Group. The deadline for receipt of full application materials is January 31, 2024.**

