



THE POTOMAC SCHOOL



# PANTHER PRIDE



DIRECTOR OF ATHLETICS  
PROSPECTUS



# ABOUT **POTOMAC**



**FOUNDED**  
**1904**

**K-12** COEDUCATIONAL



**1,068**  
**ENROLLED STUDENTS**



**72** | **24**  
**TEAMS** | **SPORTS**  
for grades 7-12

Founded in 1904, The Potomac School is a K-12 independent school located on a beautiful, 90-acre wooded campus in McLean, Virginia, just three miles from Washington, DC. Potomac currently enrolls 1,068 students in four academic divisions: Lower School (grades K-3), Middle School (grades 4-6), Intermediate School (grades 7-8), and Upper School (grades 9-12). The Athletics Department supports 24 sports with 72 interscholastic teams for grades 7-12. The girls teams compete in the Independent School League (ISL), while the boys teams compete in the Mid-Atlantic Athletic Conference (MAC).

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**POTOMAC**  
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# OPPORTUNITY

Potomac is seeking a passionate, experienced, student-centered athletics administrator who has led a department of similar scope and complexity. This individual will lead and support motivated student-athletes who are striving to be their best and both internal and external coaches who are aligned with Potomac's mission and core values. The ideal candidate will have served as a successful interscholastic coach; have broad knowledge of both boys and girls sports; possess a strong understanding of physical education standards and pedagogy; and have a keen awareness of the academic, athletic, and social-emotional needs of adolescents and teens. The director of athletics will have a commitment to collaboration and teamwork with all segments of Potomac's educational structure and serve as a visionary leader and the face of athletics at Potomac. Additionally, the candidate should possess administrative skills such as personnel hiring and supervision, oversight of budgets, and strategic planning. As a member of the administrative team, this individual will report directly to the assistant head of school.





# FACILITIES

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The Potomac School has a 90-acre campus and impressive facilities that allow its student-athletes to thrive.

In November 2019, the school opened its new Spangler Center for Athletics and Community – a complex that enhances the campus's existing athletic facilities and fields.





# FACILITIES (continued)



## The 76,500-square-foot Spangler Center includes:

- gymnasium with two full-size competition courts for basketball and volleyball and dividers that allow for three full-size cross-court practice spaces
- an indoor walking/jogging track
- seven squash courts
- a fitness center, a strength and conditioning room, and a multipurpose studio
- a team meeting room and athletics offices
- flexible gathering spaces that can be configured to accommodate a wide variety of athletic, academic, and social events.





# POSITION DETAILS

## Staffing

The Athletics Department has exceptional faculty, staff, and administrators that comprise an experienced and devoted team. The director of athletics will lead this team to manage all of the affairs of the Intermediate School and Upper School athletics programs and collaborate with other departments on campus (i.e. facilities, admission, advancement, communications). Additionally, the director will have oversight of the Physical Education program and the age-appropriate offerings for grades K-6. The physical education educators for the younger students will serve as coaches for the interscholastic offerings in grades 7-12; therefore, the director of athletics will be an important voice in the hiring process for these individuals, in collaboration with the division heads. The athletic trainers, fitness coaches, and other professionals providing medical coverage will also report directly to the director of athletics.





# POSITION DETAILS (continued)

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## Program

A Potomac education integrates academics, arts, and athletics, challenging students to develop their interests and talents in diverse areas. Physical education and athletics are an important part of the overall educational philosophy of the school, reflecting Potomac's commitment to health and well-being, sportsmanship, teamwork, and the development of leadership skills.

Students in grades K-6 participate in age-appropriate physical education programs. While the programs and classes for these students are supervised by the physical education department chair, the director of athletics has programmatic oversight of these offerings.

Beginning in the Intermediate School, students participate on interscholastic teams in all three seasons. The coaches are supervised directly by the director of athletics, many times in conjunction with head varsity coaches from the Upper School. The Upper School has an activity requirement that includes participation on interscholastic teams. The director of athletics has direct supervision of all athletic offerings for the Upper School.





# POSITION DETAILS (continued)

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## Qualifications

- Minimum of a bachelor's degree in a related field
- Experience in athletics administration at the high school level or above
- Demonstrated support for the intellectual and academic life of a school
- Experience as an interscholastic coach
- Participant in college athletics (preferred)
- Broad knowledge of boys and girls sports
- Core knowledge of child and adolescent development
- Proven leadership and mentorship of other adults
- Proficient, organized, with great attention to detail
- Exceptional written and oral communication skills
- Eagerness to grow professionally and remain current within the field
- Commitment to collaboration and high ethical standards
- Collegial, Energetic, and Engaging
- Experience in a high-demand work environment
- Commitment to ensuring student participation and balance as it relates to academics, the arts, and athletics
- Strong commitment to academic excellence for all students
- Awareness of educational and athletics trends and their implications on program and planning
- Well-respected and admired by peers, colleagues, and parents
- Deep understanding of student health and well-being
- Awareness of the NCAA rules pertaining to student-athletes and experience supporting students and families through the college recruitment process
- Have an informed understanding of the current culture influencing student-athletes. (Social media, club teams, showcases, entitled parents, college admissions/recruiting, specialization, NIL, DEI).
- Demonstrated ability to build a team of emotionally intelligent coaches aligned with the school mission.
- Build trusting relationships with the Head/ Administration/Faculty.
- Be a visible, articulate spokesperson for teachable moments/life lessons.

## How to Apply:

The Potomac School has engaged The Finney Search Group to identify extraordinary candidates for this position.

Interested individuals should email a cover letter, resume, statement of athletic/ educational philosophy, and references to

<https://www.thefinneysearchgroup.com/potomac-ad-application>

Deadline for receipt of all application materials is **January 1, 2024**. The Potomac School will not accept applications directly. Questions pertaining to this position should be directed to The Finney Search Group.



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1301 Potomac School Road  
McLean, VA 22101

Application Deadline  
**January 1, 2024**

[thefinneysearchgroup.com/potomac-ad-application](https://thefinneysearchgroup.com/potomac-ad-application)