



ASSISTANT ATHLETIC DIRECTOR JOB POSTING

REPORTS TO: Athletic Director **FLSA:** Exempt

POSTING DATES: June 10, 2022 – until filled

SUMMARY OF POSITION:

This is a newly added position to assist the Athletic Director in support of the daily operation of the Hathaway Brown Athletic Program. This is a full-time position requiring long hours during certain times of the year and many evening hours attending and supporting the sporting events.

GENERAL RESPONSIBILITIES:

The Assistant Athletic Director at Hathaway Brown School will have responsibility for a variety of scheduling duties including practice facilities, transportation, lodging, etc. The successful candidate is an integral part of communicating pertinent information in a timely and accurate manner, from the Athletic Department to others inside and outside the school as needed. They will also participate as a member of the following committees:

- Athletic Oversight Committee
- Captains Council
- Calendar Committee

SPECIFIC RESPONSIBILITIES:

- Assist the Athletic Director in the hiring of all Athletic personnel including all coaches, Athletic Trainers, personnel, and the Administrative Assistant to the Athletic Office.
- Provide timely communication for Athletic personnel regarding in-services, meetings, evaluation, and staff development in conjunction with the Athletic Director.
- Assist the Athletic Director on all projects relating to the Athletic Department.
- Provide and supervise all aspects of game management in conjunction with the Athletic Director. • Assist in scheduling transportation for these events in conjunction with the Administrative Assistant to Athletics.
- Game management, multiple seasons.
- Schedule all Upper School & Middle School athletic practice facilities and transportation for these events in conjunction with the Administrative Assistant to Athletics.
- Schedule and oversee all team travel for both Upper School & Middle School teams (i.e. hotels, itinerary, transportation, team dinners, etc.) in conjunction with the Administrative Assistant to Athletics.
- Oversee the inventory and maintenance of all athletic equipment and uniforms.
- Oversee the inventory of all athletic awards and implement the correct procedures for all athletic awards in conjunction with the Administrative Assistant to Athletics.
- Manage and maintain all coaches' certifications in accordance with the NFHS & OHSA in conjunction with the Administrative Assistant to Athletics.
- Establish and maintain current academic and medical eligibility for all student-athletes in conjunction with the Administrative Assistant to Athletics.
- Be available to discuss and attempt to solve any issues that may be brought to the attention of the Athletic Department, primarily from coaches, parents, and student-athletes. Update the Athletic Director on these

issues.

- Manage the Athletics portion of the Hathaway Brown School website in conjunction with the Administrative Assistant to Athletics.
- Manage all facets of the Athletic Hall of Fame.
- Support and publicize the athletic programs both within the school community and outside the school community in conjunction with the Administrative Assistant to Athletics.
- Continue to remain current and updated in the field of Athletic Administration through continuing education opportunities through the NIAAA & OIAAA.
- Maintain current NFHS “Fundamentals of Coaching” certification, sports medicine certification, and CPR certification.
- Any other duties as assigned.

EDUCATION AND EXPERIENCE:

- Degree in a related field that supports the duties and responsibilities of this position. Bachelor’s degree required, Masters a plus.
- Maintain current NFHS “Fundamentals of Coaching” certification, sports medicine certification, and CPR certification.
- 3-5 years of organizational and administrative experience.
- Knowledge of Microsoft Office and Google programs with strong computer literacy. • Prior coaching experience in a school setting is a plus.

CURRENT COACHING OPPORTUNITIES AVAILABLE:

Head Field Hockey Coach, Freshman Volleyball, Varsity B Tennis, Track and Field Assistants, Softball Assistants

About Hathaway Brown School

Hathaway Brown School has a rich 146-year history of educating and empowering girls. As Ohio’s oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the Learn for Life signature approach, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our approximately 850 students and 225 faculty and staff come to Hathaway Brown from 89 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.

Diversity, Equity and Inclusion

Hathaway Brown School is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people who are members of other marginalized communities. Click [here](#) to be directed to our full DEI Statement.

To Apply

Interested candidates and referrals should email a cover letter and resume to: hrstaffing-athletics@hb.edu or mail to: Hathaway Brown School, 19600 N. Park Blvd., Shaker Hts., Ohio 44122
www.hb.edu, EOE