



The Buckley School is a dynamic, nurturing learning community committed to equity and inclusion, and as such, seeks to hire talented employees with diverse backgrounds.

Director of Athletics

The Buckley School, Los Angeles' oldest K-12 all-gender learning institution, is seeking a Director of Athletics for the 2024-2025 school year. Reporting to the Upper School Head or Assistant Head, the Director of Athletics serves as the coordinator of the K-12 programs in athletics and p.e., and oversees the Assistant Director of Athletics, p.e. teachers and coaches, and part-time scheduling assistant. The Director works collaboratively with division heads to create a well-articulated program based upon recent research from neuroscience, education, psychology and youth sports, along with knowledge of the cognitive, social, emotional, and physical development of students K-12, that fulfills the school's mission, embodies the school's commitment to diversity, equity, and inclusion, and exemplifies the Buckley Commitment, all in the spirit of actualizing the Portrait of a Graduate. Specifically, the Director is responsible for planning, developing, organizing and managing k-12 pe and athletic programs to ensure students develop an understanding of how to create and sustain mental, emotional and physical health through mindfulness and wellness practices, nutrition, emotional regulation, physical movement, and teamwork. This position is exempt from overtime.

ESSENTIAL FUNCTIONS

- Guide p.e. teachers and coaches to employ instructional practices that create equitable and inclusive teams, class communities, and student experiences characterized as uplifting and affirming learning experiences for all.
- Partner with the Student Support Coordinator to design a k-12 health and wellness program integrated in p.e. classes, athletics teams, and advisory.
- Coach, mentor, and evaluate the Assistant Athletic Director and Athletics Assistant, and work with the Assistant Athletic Director and division heads, to coach, mentor, and evaluate the department's teachers and coaches to ensure the use of best practices; provide timely support, feedback and evaluations.
- Lead, in collaboration with the division heads, hiring processes for coaches and p.e. teachers who advance the school's mission, Portrait of a Graduate, commitment to DEI, and Commitment.
- Attend department chair meetings, scheduling committee meetings, and other committee meetings, as requested.
- Partner with the Director of Marketing and Communication and Enrollment Management to prepare coaches, pe teachers and counselors for admission events and their role as admissions ambassadors, and with the Director of Communication to promote the athletics programs.
- Partner with the Director of Facilities to oversee cleaning, maintenance, and repair of athletics facilities, including the gym, indoor pool, soccer and baseball fields, outdoor court space, and locker rooms.
- Partner with the Director of Advancement to secure funding for the "It's Time" campaign to update Gilley Field.

- Participate in the life of the school by attending assemblies, games, concerts, galas, and other school events.
- Various duties, including teaching a class, supporting admission outreach, and taking on other responsibilities and duties as may be assigned by the Head of School.

RESPONSIBILITIES AND DUTIES

- Collaborate with the Coordinator of Student Support, school counselors, division heads, deans and teachers to design, implement, and promote a k-12 health and wellness program that includes courses, assemblies, co-curricular programs, clubs, and parent education.
- Oversee the scheduling of coaches, teachers, counselors, athletics practices and contests and ensure communication to all involved in a timely fashion, including oversight of both the school's master calendar and the athletics department and individual team calendars.
- Coordinate use of facilities with Director of Plant Operations in a timely fashion.
- Supervise athletics practices and contests.
- Represent the school at all league and CIF meetings.
- Design and implement timely and clear communication between coaches, athletes and families.
- Support, in partnership with the division heads, school counselors to regularly communicate with and educate families, students, and colleagues about mental, emotional, and physical health.
- Partner with the assistant athletic director to plan and lead departmental meetings to review administrative policies, discuss current department issues, etc. Oversee the business of the department, maintaining records and eligibility paperwork for athletes, purchasing and maintaining equipment and uniforms, maintaining facilities, devising and tracking budgets, and the like.
- Update The Buckley School Coaches' Handbook annually in partnership with the Co-Director of Athletics for the middle school.

EDUCATION AND/OR EXPERIENCE

The Director of Athletics must possess a bachelor's degree (master's preferred) in physical education, kinesiology, psychology, or other related area, a minimum of two years of instruction in physical education, a minimum of two years coaching middle, upper or collegiate teams, and, demonstrated knowledge of wellness practices, child and adolescent development, and nutrition. This individual must also possess and maintain First aid/CPR/Professional Rescue/Pool lifeguard certifications.

SKILLS, KNOWLEDGE AND ABILITIES

- Model the highest standards of professionalism and create warm, uplifting and trusting working relationships marked by humor, positivity, humility, empathy, excellent emotional intelligence, extraordinary interpersonal skills, and collaboration.
- Relish the joys and challenges of working with students k-12, and possess a deep understanding of human development, including a particularly strong understanding of the intellectual, social, emotional, and physical development of children, early-adolescents, adolescents, and adults.
- Possess deep appreciation and passion for athletics, wellness, and education overall, particularly in an independent school environment conveyed by a solid understanding of educational practice and philosophy grounded in DEI

- Model a growth mindset and continuous learning, and believe in the capacity for adult growth.
- Utilize leadership skills and knowledge of models of adult learning to motivate, educate and excite teachers, coaches and counselors
- Demonstrate strong communication skills in person, in writing, by phone and through other electronic means (such as Zoom).
- Demonstrate great individual integrity, initiative, self-awareness, commitment to personal and professional growth, ability to receive and apply feedback, and the ability to advance multiple strategic and operational priorities simultaneously.
- Think and act strategically.
- Organize and lead routine and special events.
- Offer evidence of a successful track record in meeting or exceeding stated goals.
- Possess knowledge of Microsoft Office, Google Suite, Blackboard/Education Edge, and the ability to learn new and evolving technology.
- Demonstrate adaptability, dependability, good judgment, strong social skills, impressive communication skills in writing and speaking, and the abilities to read, assess, imagine, evaluate, calculate, & make wise decisions

COMPENSATION

\$125,000 - \$150,000 per year

The base salary is separate from fringe benefits, such as retirement contributions, daily lunch, on-site parking, contributions to medical, dental, vision, life/AD&D plans, our generous time off policy, or potential stipends (for eligible employees). Our pay ranges are reasonable estimates of what the School anticipates paying for a role but are not guaranteed. If hired at The Buckley School, your actual base salary will be determined by your education and experience.

TO APPLY

Interested candidates should send their resume to jobs@buckley.org. In the cover letter/email please explain how you have included diversity, equity, and inclusion in your work with students or colleagues.

ABOUT THE SCHOOL

The Buckley School, with 830 students, is one of the most respected independent schools in Los Angeles. Buckley is known for its unique educational philosophy, the 4-Fold Plan of Education, which melds a whole-child approach with elements of structure, as well as for its warm and nurturing educational environment.

The school's curriculum balances academics, the arts, physical development and ethical education. Buckley's creative, personalized approach to education emphasizes high academic standards for all students and includes traditional touches that develop the character and discipline that unlock students' potential.