



VACANCY: ASSISTANT ATHLETIC DIRECTOR

The Assistant Athletic Director will support the Athletic Director to ensure the efficient and effective operation of the athletic and intramural programs of the Darien Public Schools.

This is a non-union, entry-level position.

EFFECTIVE: August 15, 2026

REPORTS TO: Athletic Director

SALARY: \$69,000

TERMS OF EMPLOYMENT: 205 Work Days (Between August 15 and June 30 of each school year, as scheduled by the Athletic Director)

QUALIFICATIONS:

- BA in Physical Education, Sports Administration/Management or Communications preferred
- Must hold or be eligible for Connecticut State Department of Education-issued coaching permit
- Demonstrated knowledge of social media skills in sports writing and communication
- Strong public speaking and interpersonal skills
- Such additions and alternatives to the above qualification as maybe appropriate or acceptable to the Superintendent of Schools

JOB RESPONSIBILITIES:

- Assist in the organization and administration of the overall program of interscholastic athletics and intramurals
- Assist in the selection process and mentoring of new coaches
- Assist in the development and maintenance of athletic schedules
- Coordinate the assignment of support staff, police and other supervision with building administration and the Facilities Department
- Provide necessary supervision and training of support staff
- Assist with the distribution and collection of all athletic equipment and maintain a complete inventory of all athletic equipment
- Assist with the coordination of the transportation schedule
- Prepare and administer the practice schedule for the coaches on the fields and in the gymnasiums as well as at off-site practice and game sites
- Assist with the maintenance of athletic records, including coaching certification and awards
- Assist the Athletic Director with pre-season coaches meetings, annual awards recognition programs and sports information meetings
- Assist the Athletic Director with continuing education programming and professional development for the coaching staff

- Provide assistance with game day site management at all venues, both home and away and during evenings and weekends
- Maintain lockers in both boys' and girls' locker rooms
- Report and update all student eligibility lists for each season
- Update and maintain all athletic schedules and scores on the CIAC and school website
- Assist in the general supervision and monitoring of locker rooms, ensuring a safe environment
- Manage athletic teams' student activity accounts, including but not limited to ordering of items, and setting up team fees in My School Bucks
- Responsible for content of athletic department's social media accounts
- Coordinate and schedule teams' yearbook photo day
- Coordinate and schedule college signing days for seniors participating in athletics at the college level
- Work with team parents and Booster Club to set up graphics on stadium video board as well as signage around facilities
- Performs all other duties as assigned

APPLICATION PROCESS:

Internal candidates (current employees of the Darien Public Schools) must submit an internal application via Applitrack, including a current resume and cover letter addressed to Marjorie Cion, Director of Human Resources. Apply at www.darienps.org, District Information, Departments, Human Resources, Employment Opportunities.

External candidates must submit an electronic application via Applitrack: www.darienps.org, District Information, Departments, Employment Opportunities. Please include a cover letter, resume, and letters of recommendation. Paper and emailed application materials will not be accepted.

NOT LATER THAN APRIL 20, 2026

NONDISCRIMINATION STATEMENT

Darien Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. Darien Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Darien Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding Darien Public Schools nondiscrimination policies should be directed to: Marjorie Cion, Director of Human Resources, mcion@darienps.org, 203-656-7406, Board of Education Offices, 35 Leroy Avenue, Darien, CT 06820.