

Job Title	<i>Director of Athletics</i>
Reports To	<i>Associate Head of School</i>
FLSA Status	<i>Exempt</i>

Job Summary

Reporting to the Associate Head of School, the Director of Athletics is responsible for overseeing and coordinating all aspects of the WIS Athletics Program. As a part of the School Senior Administrative Team, the Director of Athletics is responsible for: developing and managing the department's budget, hiring and training coaches, managing athletic schedules, promoting athletic activities and events, and tracking teams' progress. The Director of Athletics will also coordinate with sports conference administrators on the School's behalf.

Duties and Responsibilities

1. Manage the WIS Athletics Program.
2. Establish budget development plans.
3. Coordinate with coaches on games, practices, and event schedules.
4. Coordinate and promote athletic events, such as games and tournaments.
5. Hire, train and manage and assess coaches for effective performance.
6. Track and report on teams' progress including successes and areas for improvement.
7. Maintain awareness of industry events and changes, such as regulation changes.
8. In conjunction with the Director of WISEL (Washington International School Extended Learning) , explore options for athletics at the Primary School.
9. Inspect facilities and equipment for cleanliness, safety, and upkeep.
10. Approve the purchase of necessary equipment and propose facilities maintenance or upgrades.
11. Exhibit excellent interpersonal and communication skills.
12. Demonstrate an understanding of effective learning and assessment practices.
13. Demonstrate a commitment to continuous pedagogical and skill improvement.
14. Exhibit ability to generate interest and enthusiasm in athletics in general and the WIS Athletics Program, specifically.
15. Execute distance education when directed and needed to include alternative teaching and learning delivery methods: develop online courses reflecting best practices, provide student support to include alternative assignments and assessments, collaborate with colleagues, supervisors, and students online to build a connected and positive learning environment.
16. Supervise and address student behavior appropriately and professionally.
17. Display a willingness to contribute to the educational and communal aspects of the school.
18. Execute regular, punctual attendance of relevant practices and events.

19. Attend meetings and events during the school day, as well as athletic practices/events after school or on weekends.
20. Represent WIS in a manner that reflects the Mission and the Core Beliefs of Learning.
21. Perform other duties as required.

Qualifications

- Bachelor's or Master's degree in Sports Management, Physical Education, or related field.
- At least five (5) years of relevant experience in coaching, teaching, or administration.
- Experience working at an IB school preferred.
- Strong leadership and management skills.
- Strong interpersonal and communication skills.
- Experience in executing promotional events and sports tournaments.

Working Conditions

Working outside in a school environment, though sometimes in a climate-controlled classroom. Some travel required.

Physical Requirements

To perform the duties of this job, the employee must have the ability to sit and stand for extended periods of time; to exhibit manual dexterity to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; to hear and understand speech at reasonable levels, outdoors and on the telephone; to speak in audible tones so that others may understand clearly, outdoors and on the telephone; to exhibit physical agility to lift up to 35 pounds; to bend, stoop, climb stairs, and reach overhead.

Direct Reports

Students

Approved by:	Caroline Wood, Director of Human Resources
Date approved:	August 7, 2025
Reviewed by:	Suzanna Jemsby