



Columbus Academy

Assistant Director of Athletics for Middle and Upper School Sports

The School: Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: Columbus Academy seeks a full-time Assistant Director of Athletics for Middle and Upper School Sports with responsibilities to begin July 1, 2021.

Qualifications (preferred candidates will possess many of the following qualities):

- Bachelor's degree or higher in sport management, physical education or a closely related field
- Passion for teaching and coaching
- Demonstrable experience supervising athletic events
- Previous experience in high school athletics and/or coaching
- Leadership qualities to inspire, motivate and develop students
- A positive, calm demeanor with demonstrated ability to manage difficult situations and effectively manage conflict
- A reflective practitioner, committed to a continuous process of self-improvement and lifelong learning
- Ability to work collaboratively
- Enthusiasm, a positive sense of humor, self-confidence, and effective oral and written communication skills

Position Expectations (the individual selected to this position will be expected to carry out the following responsibilities):

- Manage all equipment and uniforms for middle and upper school interscholastic sports programs (purchase, maintain, inventory and reconcile unreturned and damaged items)
- Oversee indoor and outdoor concessions for fall, winter and spring athletic programs
- Manage billing of student accounts for expenses incurred while participating in interscholastic sports
- Assist with event and gameday supervision during fall, winter and spring seasons
- Teach Physical Education and/or coach interscholastic sports as needed
- Assist with hiring, training and mentoring of CA coaches

Position Expectations (continued):

- Manage Blackbaud, Final Forms, HUDL and other technology in support of coaching staff
- Set up and break down before and after events
- Hold students accountable for the school's standards of behavior
- Work with others in the school community to support each student's emotional well-being

Physical Conditions (candidates must be able to manage the following conditions):

- Considerable walking and standing while overseeing events and activities
- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of a computer keyboard)
- Periodic need to move light equipment, carry objects (no more than 40 pounds), etc.
- A non-smoking environment

Legal Requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

To Apply: Interested candidates should send cover letter, resume and supporting materials to: Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or headofschool@columbusacademy.org.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.