Southern Teachers
Parish Episcopal School
Dallas, Texas
parishepiscopal.org

Southern Teachers is assisting Parish Episcopal School with its search for an Athletic Director who, reporting to the Assistant Head of School, will lead in planning, implementing, and supervising all athletics programs, staff, and activities for grades 7-12 and overseeing the physical education department, grades prek-12. The Director interviews, hires, and develops coaches and staff; manages the athletics department budget; supervises athletics facilities, including repairs and improvements; and conducts the Athletic Department’s Leadership Captain’s Program.

The Director manages the department’s daily operations, supports the admissions staff’s student-recruitment efforts, works closely with the Athletics Booster Club, serves as a liaison in the community, conducts head coaches’ meetings, attends Texas Association of Private & Parochial Schools meetings, and supervises all home sports events, acting as Game Administrator or delegating one. He or she oversees the master athletics calendar, coordination of vehicles for team travel, practice and game schedules, and the department’s compliance program to meet guidelines and regulations of the Texas Association of Private and Parochial Schools (TAPPS), National Collegiate Athletic Association (NCAA), and other regulating organizations.

Candidates should hold degrees related to athletics or physical education and have at least five years of teaching/coaching experience, preferably with administrative experience and an employment history highlighted by increasing levels of responsibility. They should be excellent communicators and good listeners with proven organization and management skills and proficiency with Microsoft Word, Outlook, and Excel. The Director should be adept at conflict resolution and have a collaborative leadership style, courage to make difficult or unpopular decisions, a strong work ethic, tact in dealing with people at all levels, and a sense of humor.

Serving more than 1,000 students in kindergarten through grade twelve, Parish Episcopal School is located in the heart of North Dallas. Sitting on 50 acres in a sprawling 337,000 square foot academic building, Parish Episcopal’s modern school campus sets the standard for education. The school is recognized nationally for STEM leadership, global education, blended/online learning, and personalization.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins as soon as feasible upon hire.