



Title: Athletic/Activities Director

Anticipated Start Date: August 1, 2025

Reports to: Head of High School

About Springer

Springer School and Center is a caring community supporting students diagnosed with learning disabilities and their families. Springer serves the community through four pillars: Springer Lower School and Middle School (grades 1-8), Springer High School (grades 9-10, 11), Springer Diagnostic Center, and Springer Learning Center. Springer faculty and staff embrace the organization's mission and incorporate the core values of student growth/development, staff expertise/development, partnership, communication, and stability in their daily work.

Position Summary

The Athletic Director is charged with the responsibility to develop, organize, supervise and evaluate a comprehensive program of interscholastic and intramural athletics and after school activities. Manages scheduling of all athletic events, practices and special events and coordinates rental/usage of school facilities. The position includes considerable interface with parents, faculty and community members in order to build a strong sense of community support for a vibrant campus life experience for students. The Director communicates extensively, both internally and externally, in order to ensure awareness of programs and clarity of program operation expectations and schedules. The Director works to develop a cooperative relationship with parents and other school departments toward the goal of advancing the mission and vision of Springer High School. This position may include some teaching responsibilities within the candidate's areas of expertise.

Essential Functions

1. Works in collaboration with the Assistant Head of High School and Head of High School to build and develop a quality athletics and activities program.
2. Schedules athletic contests, intramural club meetings and other special events, as appropriate. Communicates program schedules for distribution to faculty, students, coaches, advisors, parents and other stakeholders.
3. Represents Springer High School in negotiations for athletic event scheduling.
4. Hires athletic program officials and collaborates with other area school athletic directors.
5. In collaboration with the Assistant Head of High School, the Athletic Director will seek quality coaching candidates and ensure that all coaches are performing their duties at the very highest level of professionalism and that their behavior and deportment is fully aligned with the school's mission and guiding principles.
6. Arranges transportation for athletic activities.

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7. Secures required paperwork and payments from families for athletic and special program participation, including parental authorization, physicals, medical authorization and insurance data, among other documents.
8. Maintains inventory of all activities/athletics supplies and materials, and orders supplies after approval from the Assistant Head of High School.
9. Coordinates facility and field use with local entities who may express interest in renting Springer High School facilities. Assures that required paperwork is on file for the rental, that it has been approved by the Head of High School and that all associated fees are collected.
10. Arranges field and gym practice schedules.
11. Organizes student recognition programs for athletic and extra-curricular program participants, in cooperation with the Assistant Head of High School and SEL Specialist.
12. Supports the operation of the school's development office fundraising activities.
13. Completes necessary maintenance on athletic fields, including lining fields and communicating more substantial maintenance needs to the Head of High School. Ensures that all Springer School fields are "game ready."
14. Attends all home and away games, and serves as the administrator in charge at these events. Remains on campus or at off-site locations until all students have been picked up by their parents or have departed safely in personal transportation.
15. Updates school calendars, the school website and other documents to ensure parent and stakeholder awareness of upcoming events and activities.
16. Continually seeks ways to better and more fully engage parents and other stakeholders in the operation of the Athletic/Activities Department
17. Consistently demonstrates a commitment to the school's mission, vision and guiding principles and seeks ways to expand, develop and improve the programs made available to students and their families.

Other Responsibilities

1. Creates and updates athletic and special programs handbooks as needed.
2. Performs other work related duties as assigned.

Education, Experience and Skills Required

1. 3-5 years experience working with students who struggle with learning differences and attention deficits required.
2. Bachelor's degree in Education or related field required; Master's degree preferred.
3. Previous coaching experience required.
4. Previous experience as an Athletic or Program Director preferred
5. Ability to multi-task and meet the needs of students and parents required
6. Strong written, verbal, organizational and interpersonal skills required
7. Attention to detail/accuracy, timely implementation, and quality performance required



8. Ability to consistently exercise discretion and judgment required
9. Strong computer skills are required, including the use of social media and publishing programs for the purpose of announcing and publicizing student life / athletic programs.

Key Characteristics: Smart, professional, dependable, adaptable and student-centered.

How to Apply: Qualified applicants should email a resume, cover letter and employment application (found on the Springer employment page) to Head of High School, Tara Willig at twillig@springer-ld.org. The subject line of that email should reflect the position title.

Springer School and Center considers all applicants for all positions without regard to race, religion, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.

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