



ASSISTANT ATHLETIC DIRECTOR (.5FTE) **Job Description**

Waldorf Education is the fastest growing independent school movement in the world. This dynamic, 100-year old approach to child development and education—based on the teachings of Rudolf Steiner—is continually reinventing itself to meet the needs of current students. Waldorf education inspires life-long learning in students and enables them to fully develop their unique capacities.

The San Francisco Waldorf School (SFWS) was founded in 1979 and serves more than 475 students across a parent-child program, a nursery program, kindergarten, and the first through twelfth grades. Our grade school campus (nursery through eighth grade) is located in a quiet residential area of Pacific Heights. The high school campus is located across town in the West Portal neighborhood.

The San Francisco Waldorf School hires dedicated and highly capable faculty and staff who often develop a deep connection to Waldorf education and our unique school in San Francisco. SFWS employees are a committed group of free, responsible adults who bring our best individual selves to our work. We invest in our learning and growth to best serve the needs of our students, our teachers, and each other.

Position Summary:

The Assistant Athletic Director manages the 6th-8th Grade Middle School Athletic Program and supports the Athletic Director for High School and all-school athletics. This is a .5 FTE position (approx. 20 hours per week). The Assistant Athletic Director reports to the Athletic Director.

The Assistant Athletic Director will:

- Participate in the creation and management of the middle school budget
- Participate in the hiring of the 6-8 coaches (Primarily throughout the summer)
- Inventory and monitor uniforms and equipment for all 6-8 teams
- Together with the AD, procure practice gym time (traditionally the JCCC)
- Manage the practice and games scheduling for all 6-8 sports
- Organize pre-season parent meetings at the beginning of each season.
- Organize pre-season, mid-season and post-season meeting with coaches and provide a formal evaluation for each coach at the end of season.
- Provide regular proactive and responsive communication to middle school parents.

- Attend end-of-year class meetings for grades 5-7
- Develop and maintain the grade school athletics web pages
- Make certain that all middle school coaches are certified as required by the leagues in which the teams participate (e.g. Livescan, annual online clinics, etc.)
- Attend many middle school practices and games to observe coaching quality and support ongoing improvement
- Establish good working relationships with the middle school class teachers to encourage support for the athletics program; arrange for the class teachers to meet the coaches, support their work, and establish lines of communication
- Work with the AD organizing and conducting coaching workshops for 6-12 staff
- Work with the high school coaches and the AD to understand the principles of the program and to assist in the creation and maintenance of a middle school program that provides a strong foundation for the high school program
- Develop third sport for boys 6-8 program, probably baseball (to support the high school program)
- Host two sports Appreciation Nights (Fall and Spring) for grade school teams
- Coordinate Sacramento Waldorf Basketball Tournament entries including travel, coach lodging, and communication to parents
- Assist Athletic Director at High School events including but not limited to gym set-up, clean up, scoring volleyball and basketball games, evaluating High School Coaches at practice/games, transporting teams to practice/games, hosting playoff and tournament games, and vehicle maintenance.

Qualifications

- Proven experience working with children and families
- Excellent interpersonal, organizational and communication skills.
- Integrity, diligence, and honesty, and willingness to be a role model to teenagers and pre-teens
- Ability to manage multiple projects and work both independently and collaboratively with colleagues
- Knowledge of Waldorf Education, SFWS community, and a bachelor's degree preferred.

Benefits and Compensation

This is a .5 FTE position. Benefits include dental, flexible spending plans, retirement plan (employer matching after one year), and pro-rated (.5) tuition remission for eligible dependents in our N-12 program. Salaries are paid on a 12-month schedule.

FLSA Classification: Faculty; Exempt from overtime

Reports to: Athletic Director

Hired by: Athletic Director

Date Modified: April 2019

San Francisco Waldorf School is an equal opportunity employer that does not discriminate based on race, ethnicity, age, gender, or any protected class. We recognize that the range of ethnicities, nationalities, languages, socio-economic backgrounds, sexual orientation, learning differences, and life experiences within our community enhance the school's learning environment, and we are committed to fostering equity and inclusion. All minorities are encouraged to apply.

Please submit letters of interest and resume to jobs@sfwaldorf.org