Athletic Director (AD)

Upland Country Day School — Kennett Square, PA

Upland Country Day School, a Nursery through Grade 9 independent school of roughly 200 students, seeks an Athletic Director who sees sport as an essential part of a child's education. This is a full time, twelve month position on a one year contract. The Athletic Director reports to the Head of School and serves on the administrative team.

About the Role

The Athletic Director will lead one of Upland's most visible programs and serve as a thought partner to the Head of School on its future. At the heart of the work is a balance among competitive excellence, broad participation, character development, and the well-being of every student.

Athletics at Upland serves the school's mission. Like every part of our program, it should be rigorous and engaging, honor individual strengths, encourage independent thought, and build character, confidence, and a lifelong love of learning.

The Athletic Director oversees every athletic activity at the school, from physical education through interscholastic teams. Most Upland faculty also coach or lead an activity, so the Athletic Director supervises many colleagues in that role and works closely with teachers across the school.

Responsibilities

Vision and program

- Partner with the Head of School to shape a clear philosophy for Upland athletics
- Evaluate offerings and participation each year and recommend changes that keep the program healthy and sustainable
- Oversee physical education and interscholastic teams

Coaches and staff

- Recruit, hire, train, supervise, and evaluate the athletics staff and coaches, including faculty coaches and part time coaches from outside the school
- Build a coaching culture marked by professionalism, accountability, and care for children

Operations

- Build and manage the athletic schedule for all teams
- Arrange and oversee transportation to and from contests
- Manage the athletics budget
- Coordinate field and rink scheduling, facility use, and upkeep with the Facilities team
- Oversee officials, game day operations, equipment, and uniforms
- Keep safety protocols, concussion procedures, emergency action plans, and coach certifications current
- Coordinate with the Director of Facilities on field rentals and auxiliary programs
- Drive school vans to and from athletic competitions

Community

- Communicate clearly and often with students, families, coaches, and faculty
- Partner with Admissions and Advancement to tell the story of Upland athletics to prospective families and alumni
- Be a visible presence at games, practices, and school events
- Teach one class and take part in the life of the school beyond athletics

Qualifications and Attributes

- Bachelor's degree required; master's degree preferred
- At least five years of experience in athletics leadership, coaching, or teaching, ideally in a school setting
- A clear and thoughtful philosophy about the role of athletics in the lives of young people
- A record of developing young athletes and mentoring other coaches
- Experience building schedules, managing budgets, and coordinating logistics
- A strong understanding of child and adolescent development, especially the needs of middle school athletes
- A steady temperament, sound judgment, and warmth with children and adults alike

- Excellent written and spoken communication
- Genuine enthusiasm for every sport and every child who plays it, not just the strongest teams
- Ability to attend afternoon, evening, and weekend events and to travel to away contests
- Experience in independent schools or with ice hockey is welcome but not required

Compensation and Benefits

Salary is commensurate with experience. Upland offers a competitive benefits package that includes medical and dental insurance, tuition remission, professional development support, and an employer matched retirement plan.

To Apply

Please email a cover letter addressing your interest in and fit for this role, a résumé, and three professional references to careers@uplandcds.org.

Upland Country Day School welcomes candidates of all backgrounds. Employment is contingent on Pennsylvania child abuse, state police, and FBI fingerprint clearances.