



SOUTHERN TEACHERS AGENCY

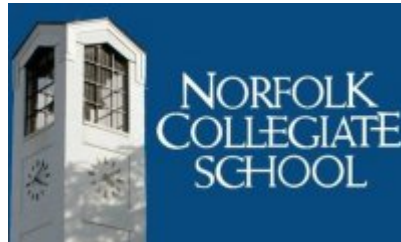
Norfolk Collegiate School

Norfolk, Virginia

www.norfolkcollegiate.org

Director of Athletics

July 2010



Norfolk Collegiate School

SCHOOL STATISTICS

- Number of students: 858
- Boys: 49%
- Girls: 51%
- Diversity: 23% people of color,
4% international
- Financial Aid Total: \$1.1M
- Students Receiving Financial Aid: 26%
- Average SAT (CR + M): 1220

THE SCHOOL

Norfolk Collegiate School (NCS) is an independent, coeducational day school enrolling over 850 students in kindergarten through grade twelve on two campuses. The middle school (6-8) and upper school (9-12) are located on Granby Street. The lower school campus (K-5) is located on Tidewater Drive. A nonprofit corporation, NCS is accredited by the Virginia Association of Independent Schools (VAIS) and by the Southern Association of Colleges and Schools' Council on Accreditation and School Improvement (SACS-CASI).

For more than 60 years, Norfolk Collegiate School has remained one of the leading educational institutions Hampton Roads. NCS has a rich tradition of developing the character of its students, recognizing that the spirit and intellectual growth of young people is the primary objective of a quality education.

Carolton Oaks School was founded in 1948 as a kindergarten and preschool in the Wards Corner suburb of Norfolk. In 1973, the institution came to be known as Norfolk Collegiate School, a name that reflected the college preparatory mission of the school. In 1988, a new upper school facility was built on Granby Street and in 1995 new athletic fields and tennis courts were added to this site. The lower school was renovated in 1999 to nearly double its former size on the 9.5 acre Tidewater Drive Campus. In 2005, the 32,000 square-foot middle school was completed on the Granby Street campus.

NCS continues to expand with plans for a state-of-the-art Fine and Performing Arts Center adjacent to the Granby Street campus. The facility will showcase the expanding arts programs at the school and serve as a venue for the entire Hampton Roads community. A love of learning and a stewardship toward the community remain the cornerstone of the Norfolk Collegiate School experience.

THE OPPORTUNITY

Norfolk Collegiate School seeks a Director of Athletics to shape and guide the mission-appropriate vision of the athletic department and to promote NCS athletics in the greater community. With 56 teams in 20 sports and over 70% participation, the school maintains a full array of interscholastic sports in both the upper and middle schools. Norfolk Collegiate School is a member of the Tidewater Conference of Independent Schools (TCIS) and Virginia Independent Schools Athletic Association (VISAA).

One of the objectives of the school is to meet the students' mental, emotional and physical needs through electives, varied instructional and assessment techniques, and athletic and fitness programs. The athletic program plays an integral role in attaining this objective by providing the opportunity to grow through the pursuit of athletics. The athletic department provides facilities, equipment and, coaching to see that each student athlete has an opportunity to reach his or her athletic potential.

The Director of Athletics is responsible for the organization, management, and oversight of the program, budget, personnel, and facilities and is a member of the Senior Administrative Team. In the coming years, the Director will help lead strategic planning for upgrading and building athletic facilities and will continue to assess and achieve a top-quality athletic program for Norfolk Collegiate School.

THE DESCRIPTION

The Director of Athletics reports to the Associate Headmaster. The responsibilities include the following:

- Ensure that the athletic program supports the mission of the school and develops student-athletes in our community
- Supervise the athletic department staff, including assistant athletic director, athletic trainer, and all coaching staff
- Work to ensure that coaches and students model behaviors that support the mission of the school
- Set departmental objectives and policies, periodically reviewing the athletic program to implement necessary improvements
- Manage the interscholastic athletic programs in the middle and upper schools
- Interview and hire new coaches
- Mentor and evaluate all coaches
- Maintain and supervise all athletic equipment, including the inventory and purchase of all new equipment and team uniforms
- Ensure the athletic department's coverage for all home athletic contests when possible and arrange additional supervision if necessary
- Arrange necessary transportation for athletic teams
- Ensure that the school is represented at away athletic events when appropriate
- Oversee the athletic budget and assist with long-range planning
- Plan evening programs including end-of-season awards ceremonies
- Maintain and update athletic pages on the school's web page, the athletic hotline, and daily e-newsletter
- Attend regional conferences and association meetings
- Prepare periodic reports for the Board of Trustees and the Education Committee of the Board and contribute to all-school publications when needed
- Maintain rental and leasing agreements with off-campus athletic facilities
- Maintain a working knowledge of NCAA eligibility rules to assist Director of College Counseling

- Promote professional development within the department
- Support and promote the mission of the school

THE DIRECTOR OF ATHLETICS

The next Director of Athletics should have administrative experience, excellent communication and organizational skills, and an understanding of independent school athletics and programs. Supported by a full time Assistant Director of Athletics, the Director will work to preserve the positive contribution of the athletic program within the larger mission of Norfolk Collegiate School.

Review of applications is presently underway. Applicants should submit (preferably via e-mail) a directed cover letter, a current resume, a list of references from the present and most recent supervisors, and educational philosophy to

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The new Director of Athletics will assume duties July 1, 2010.