

Position Title: Athletic Director

Location: Duxbury High School, Duxbury, Massachusetts Application Deadline: June 15, 2025 Start Date: July 1, 2025

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School Overview

Duxbury High School is a distinguished public high school situated in the scenic coastal town of Duxbury, Massachusetts. Serving approximately 950 students in grades 9 through 12, the school is renowned for its academic excellence, broad course offerings—including numerous AP and honors classes—and its commitment to developing well-rounded students. Duxbury High School prides itself on fostering a community characterized by high achievement, strong tradition, and vibrant extracurricular opportunities.

The school's physical infrastructure is modern and comprehensive, offering state-of-the-art facilities, including a cutting-edge Performing Arts Center, modern science labs, a television studio, and extensive athletic amenities. Since its co-location with Duxbury Middle School in 2014, the campus provides a collaborative environment where academic and extracurricular programs thrive. The school's mission emphasizes academic growth, character development, and active student engagement across the board.

The broader Duxbury community is an influential stakeholder, characterized by a high level of civic engagement, robust parental participation, and pride in the town's rich history of athletic achievement and school spirit. Known for its supportive and affluent community, Duxbury places a strong emphasis on student success both inside and outside the classroom.

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Athletic Program Overview

Duxbury High School boasts a comprehensive and dynamic athletic program that underpins the school's culture and community pride. The school offers 34 varsity sports spanning all seasons, with over 70% of students participating in at least one athletic activity during their high school years. The athletic department emphasizes performance, sportsmanship, inclusion, and character development.

Recent accomplishments include multiple league titles and several state championships—particularly in lacrosse, hockey, and sailing—underscoring the program's competitive excellence. The school's athletic facilities have recently been upgraded to include a turf field complex, renovated gymnasiums, and outdoor tracks, providing a safe and modern environment for student-athletes. The athletic department benefits from strong support from booster clubs, community donors, and private sponsorships, which facilitate resource development, equipment upgrades, and special initiatives.

Duxbury High School is committed to equitable access to sports, promoting inclusion for students of all backgrounds and abilities. The athletic department seeks to continue fostering a culture where leadership, discipline, teamwork, and resilience are core values that contribute to students' growth and school pride.

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Role and Responsibilities

The Athletic Director at Duxbury High School will serve as the leader responsible for managing and elevating the school's athletic programs while fostering a culture of integrity, inclusivity, and excellence. The successful candidate will be proactive, engaged, and courageous in leading a diverse group of student-athletes, coaches, staff, and community members.

Leadership & Program Development

- Provide visionary leadership to the school's athletic department, establishing strategic goals aligned with the school's mission and community expectations.
- Promote a culture of sportsmanship, respect, and integrity across all athletic activities.
- Oversee the development and implementation of comprehensive athletic programs that serve students of all interests and skill levels.

- Mentor and support coaches, ensuring they adhere to high standards of professionalism, ethics, and student development.
- Facilitate ongoing coach training, professional development, and leadership initiatives.
- Foster innovation in athletic programming, including the development of new sports or initiatives that enhance student participation and community engagement.

Operations & Administration

- Oversee daily operations, including scheduling, staffing, and resource management for all athletic programs.
- Manage the department's budget, ensuring fiscal responsibility, transparency, and strategic allocation of resources.
- Coordinate procurement of equipment, uniforms, and supplies to meet program needs.
- Develop and oversee maintenance and safety protocols for athletic facilities.
- Collaborate with school administrators and district officials to ensure compliance with all relevant policies and regulations.
- Lead the process for athletic event organization, ensuring smooth operations and high-quality experiences for participants and spectators.
- Maintain accurate records of student participation, eligibility, and injury reports.

Compliance & Safety

- Ensure all athletic activities comply with Massachusetts Interscholastic Athletic Association (MIAA) regulations and other governing bodies.
- Implement safety protocols and emergency procedures consistent with best practices in sports medicine and athletic safety.
- Promote a culture of health and wellness, including concussion prevention, injury management, and access to athletic training staff.

Equity & Inclusion

- Champion diversity, equity, and inclusion within the athletic program, working to eliminate barriers to participation.
- Develop outreach initiatives to encourage participation among underrepresented student groups.
- Support programs that foster positive team and individual experiences, regardless of athletic ability, gender, or background.
- Evaluate and improve access and opportunities for students with disabilities or special needs.

Community & Stakeholder Engagement

- Build strong relationships with faculty, students, parents, community organizations, and local businesses.
- Serve as a visible champion of school spirit by attending games, events, and community gatherings.
- Facilitate effective communication, including social media, newsletters, and meetings to keep stakeholders informed and engaged.
- Foster partnerships that support program enrichment, fundraising, and resource development initiatives.

Cultural Fit and Required Attributes

- Demonstrate a passion for high school athletics and student development.
- Lead with integrity, empathy, and a collaborative spirit.
- Be approachable, visible, and actively engaged with students and the community.

- Embrace tradition while seeking innovative opportunities to enhance the athletic experience.
- Exhibit strong organizational, managerial, and motivational skills.
- Have a comprehensive understanding of the Massachusetts Interscholastic Athletic Association (MIAA) and district policies.

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Qualifications

The ideal candidate will possess a combination of educational background, relevant experience, and personal qualities that align with the department's high standards:

- A bachelor's degree from an accredited institution (master's preferred) in Physical Education, Sports Management, Education, or a related field.
- Proven experience as a coach, athletic administrator, or in a leadership role within a high school athletic program.
- Knowledge of MIAA regulations, eligibility rules, and best practices in high school athletics.
- Prior experience managing budgets, staff, and athletic facilities.
- Strong interpersonal and communication skills suitable for engaging students, parents, staff, and community members.
- Demonstrated ability to foster an inclusive and positive environment that promotes diversity and equity.
- Leadership qualities characterized by integrity, accountability, and a passion for student success.
- First-Aid/CPR certification preferred.
- Familiarity with Massachusetts athletic and education systems, or a willingness to learn and adapt to local policies and procedures.

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Benefits and Compensation

Duxbury High School is committed to attracting highly qualified candidates by offering a competitive salary package commensurate with experience and qualifications. Our comprehensive benefits package includes:

- Health, dental, and vision insurance.
- Retirement plan options in partnership with municipal and state programs.
- Professional development opportunities through district-sponsored trainings and conferences.
- Generous paid time off, including sick leave, personal days, and holidays.
- Supportive, collaborative work environment with engaged leadership.
- Opportunities for coaching and extracurricular involvement.
- Access to state-of-the-art athletic and educational facilities.

Our school values work-life balance and professional growth as key components of employee satisfaction and success.

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Application Process

Interested applicants are invited to submit a complete application package, including:

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