

Job Title: Athletic Director

Location: Duxbury High School, Duxbury, Massachusetts

Position Type: Full-Time, Administrative / Leadership

Application Deadline: [Insert Date]

Start Date: July 1, 2025

Visit Dates for Candidate Interviews: May 13–14, 2025

School Overview

Duxbury High School (DHS) is a distinguished public high school nestled in the picturesque coastal town of Duxbury, Massachusetts. Serving approximately 950 students across grades 9–12, DHS is renowned for its commitment to academic excellence, a vibrant extracurricular scene, and a strong sense of community. Located just 25 miles south of Boston, Duxbury combines small-town charm with accessibility to urban amenities, making it an ideal environment for fostering well-rounded student development.

The school boasts a rigorous academic program that includes a broad spectrum of AP and honors courses, alongside a commitment to personalized learning and college readiness. Its comprehensive arts programs—including music, theater, and visual arts—are complemented by a dynamic athletic department that offers participation in 34 varsity sports. The school emphasizes whole-student growth, engagement, and community involvement, striving to develop student leaders who exemplify integrity, resilience, and character.

Community Insights

Duxbury is an affluent coastal community with a storied history of high achievement, strong civic engagement, and exceptional school pride. The community's high expectations for student performance and character are reflected in its robust support of athletic and extracurricular programs. Parents, alumni, and local stakeholders actively contribute both time and resources toward maintaining and elevating the quality of student life and school facilities.

Duxbury's culture celebrates tradition, yet it is also receptive to innovation and continuous improvement. As a leader in the school community, the Athletic Director will play a key role in fostering an inclusive, supportive environment that values diversity, sportsmanship, and community spirit.

Athletic Program Overview

Duxbury High School's athletic program is integral to its community identity. Its comprehensive athletic offerings include 34 varsity teams spanning fall, winter, and spring seasons. With a participation rate exceeding 70% among students, DHS prides itself on providing opportunities for competitive excellence and personal development.

The school has achieved numerous league titles and has a strong record of state championships, particularly in lacrosse, hockey, and sailing. Recent upgrades to athletic facilities—including a state-of-the-art turf field complex and modernized gymnasium—demonstrate the school's investment in athletic excellence.

The booster club is highly active, providing critical funding and logistical support. The athletic department is committed to creating an equitable environment that encourages participation from all students, fosters leadership, and promotes the core values of sportsmanship and integrity.

Position Summary

The Athletic Director (AD) serves as the top leader for Duxbury High School's athletic department, overseeing all aspects of athletic programming, facility management, compliance, personnel, and community relations. The AD will be a visible, approachable figure who models high standards of integrity, sportsmanship, and professionalism, while nurturing a positive and inclusive athletic culture.

This role requires a dynamic leader with a passion for high school athletics, strong organizational skills, and a commitment to fostering a safe, equitable environment for all students. The AD will collaborate closely with the principal, superintendent, faculty, coaches, parents, students, and community partners to ensure the athletic program aligns with the school's overarching mission and values.

Key Responsibilities

****Leadership and Strategic Planning****

- Develop and execute a strategic vision for the athletic program that aligns with the school's mission and community values.
- Promote a culture of integrity, sportsmanship, and academic balance that reflects high standards of ethical conduct.
- Lead initiatives to enhance athletic programming, including expanding opportunities, particularly for underrepresented or less visible sports.

****Program Administration****

- Oversee all athletic operations, including scheduling, game management, and logistics.
- Manage the athletic budget, ensuring responsible allocation of resources, procurement of equipment, and financial accountability.
- Coordinate facility maintenance, upgrades, and safety compliance to provide a safe and welcoming environment for athletes and spectators.
- Ensure adherence to Massachusetts Interscholastic Athletic Association (MIAA) rules, policies, and regulations.

****Personnel Management****

- Recruit, support, and evaluate coaching staff, fostering professional development and high-performance standards.
- Serve as a mentor for coaches and student-athletes, emphasizing character development and leadership.
- Facilitate regular communication with coaches and staff to promote collaborative planning and problem-solving.

****Student and Community Engagement****

- Actively promote student-athlete success, including academic achievement and personal growth.
- Attend athletic contests, school events, and community functions to foster school spirit and visibility.
- Build strong relationships with parents, community members, and alumni to support athletic initiatives and fundraising efforts.

****Equity and Inclusion****

- Champion initiatives that promote diversity, equity, and inclusion within athletic programs.
- Work to ensure equitable access and participation opportunities for all students, regardless of background or ability.
- Develop outreach programs to encourage wider student engagement and support for all sports.

****Compliance and Safety****

- Ensure all athletic activities comply with legal, safety, and health regulations.
- Oversee procedures for injury prevention and management, including coordination with medical staff.
- Maintain up-to-date knowledge of rules and best practices related to high school sports.

Evaluation and Improvement

- Use data and feedback to assess program effectiveness and implement continuous improvement strategies.
- Foster innovation by integrating new practices, technology, and resources into athletic programming.
- Prepare reports for school leadership and the community on athletic program performance and needs.

Qualifications

The ideal candidate for the Athletic Director position will possess a combination of leadership ability, operational expertise, and a deep understanding of high school athletics.

Educational Requirements:

- Bachelor's degree required; Master's degree preferred, especially in education administration, sports management, or related fields.

Experience:

- Minimum of 5 years of experience in coaching, athletic administration, or related roles, preferably at the high school or collegiate level.
- Demonstrated success in supervising athletic programs, managing staff, and coordinating large-scale events.
- Familiarity with Massachusetts Interscholastic Athletic Association (MIAA) policies and systems.

Leadership & Personal Attributes:

- Excellent communication and interpersonal skills.
- Proven ability to build relationships with diverse stakeholders, including students, staff, families, and community members.
- Strong organizational and administrative skills with attention to detail.
- Ability to manage multiple priorities effectively and adapt to changing circumstances.
- Passion for fostering student leadership, character development, and community engagement.
- Demonstrated commitment to equity, inclusion, and fostering a positive school culture.

Certifications (Preferred):

- Valid Massachusetts teaching or administrative certification.
- CPR and First Aid certification.
- Certification in sports management or related fields is a plus.

Compensation and Benefits

Duxbury High School offers a competitive salary commensurate with experience and credentials. As part of the Duxbury Public Schools district, the position includes comprehensive benefits such as health insurance, retirement plans, professional development opportunities, and paid leave.

Additional perks include access to modern facilities, ample community engagement, and the opportunity to lead a highly regarded athletic program in a supportive and vibrant community.

Application Process

Qualified candidates are encouraged to submit a detailed application, including a cover letter, resume, and references, through our online application portal by [Insert Deadline Date]. In your cover letter, please