



WASHINGTON LATIN
PUBLIC CHARTER SCHOOL

A Classical Education for the Modern World

Washington Latin is a liberal arts, college preparatory school with a classical mission. We serve 700 students in grades 5-12 from across the District. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter. We strive to help our students to become thoughtful people who will contribute to the public good and continue a lifelong quest towards a fuller humanity.

Job Title: Athletic Director

Responsible to: Principal

Job Purpose: To provide students with a strong interscholastic athletic experience; to foster the intellectual and personal growth of students; and to understand and follow the mission of Washington Latin Public Charter School.

Job Expectations:

- Consult with the Heads of the Divisions (MS and US) and Principal to ensure that there is a robust curricular and co-curricular athletics program for grades 5-12
- Design and staff an interscholastic athletic program for grades 7-12
- Schedule fall, winter, and spring athletic contests
- Hire and supervise athletic coaches as needed
- Supervise the athletic trainer(s) and athletic volunteers
- Ensure that teams have adequate facilities for practices and games
- Arrange for transportation to support the athletic program
- Communicate with faculty regarding the schedule, demands, and academic progress of athletes
- Stage end-of-season athletic banquets
- Work with the registrar to track student fulfillment of athletic credit and to prepare for the graduation audit
- Work with the Director of Development and Communications on fundraising for the athletic program and for the maintenance of relevant sections of the school website
- Work with the Director of Finance to design the budget for the program
- Ensure that parents and coaches are working in tandem for the good of the student/athletes.
- Communicate to parents and students the goals and philosophy of the WLPCS athletic program
- Serve as a liaison to the PCSAA and the DCSAA
- Manage the school's athletic facilities

Professional obligations to STUDENTS:

- Teach, manage and appreciate students assigned to one's classes;
- Implement current curriculum and contribute to its ongoing development;
- Create and maintain a respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- Establish and consistently administer high academic and personal expectations for students both in and out of one's classroom;
- Return all student work in a timely, effective manner;
- Maintain current and accurate student records;
- Write thoughtful, timely, articulate comments about students' progress;
- Provide extra help for students as needed, regularly being willing to give of one's time outside of normal school hours;
- Provide support, guidance, and time to advisees;
- Attend important outside activities of advisees where appropriate;
- Support and enforce the School's Anti-Bullying Policy;
- Carry out assigned oversight duties (lunch, study hall, advisory, field trips, testing, etc.)
- Hold oneself to the same standards to which one holds students.

Professional obligations to COLLEAGUES AND ADMINISTRATORS:

- Be respectful of one's colleagues and administrators in word and deed;
- Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators;
- Be present at as many after-school activities as possible;
- Discuss any complaints with those directly involved;
- Participate fully in all faculty meetings;
- Assist with admissions visits as needed;
- Be responsible with the limited resources of the school;
- Fulfill the responsibilities and conditions of employment detailed in the Faculty Handbook;
- Substitute for colleagues whenever necessary;
- Alert the administration about any contentious interactions with students or parents.

Professional obligations to PARENTS:

- Recognize the partnership between school and home as a crucial component of a student's experience in school;
- Prepare for and attend parent conferences;
- Respond to all parent phone calls and emails in a timely, courteous manner;
- Write thoughtful, timely, articulate comments about students' progress;
- Present oneself as a professional on parents' nights;
- Work with parent volunteers;
- Alert the administration about any contentious interactions with parents.

Professional obligations to ONESELF:

- Actively pursue professional development opportunities;
- Join all relevant educational organizations for one's continued growth;
- Discuss with your supervising administrator any particular conditions that could make life at WLPCS more enjoyable and productive;
- As much as possible, maintain some healthy balance of professional and personal time.

This job description does not state nor is it intended to imply that these are the only duties to be performed by the employee occupying this position. All employees should be prepared to go beyond the narrow job description of the faculty member and participate in the full life of the school.

If interested, please fill out our initial application located under the employment page of our website.