



# Oxbridge Academy

## ASSISTANT ATHLETIC DIRECTOR

West Palm Beach, FL



**START DATE: March 12, 2024**

### SCHOOL OVERVIEW

Oxbridge Academy is an independent middle and high school for grades 6-12 in West Palm, Florida.

### SUMMARY OBJECTIVE

Oxbridge Academy, a non-profit, independent, co-ed, day school, serving students in grades 6-12 school in West Palm Beach, Florida, seeks to hire a full-time Assistant Athletic Director. Employee is responsible for understanding the Mission, Vision, Core Values, Employee Handbook, FHSAA regulations and other school policies of Oxbridge Academy, and ensuring the adherence of these policies in job performance, action and self-conduct. The ideal candidate will possess a passion for athletics, a commitment to the development of student-athletes, and the ability to contribute to the overall success of our athletic programs. This position reports directly to the Athletic Director and works closely with coaches, student-athletes, parents, and school administrators.

### KEY RESPONSIBILITIES:

- Support the Athletic Director in the overall administration and management of the athletic program.
- Collaborate with coaches to develop and implement strategies for team success.
- Assist in scheduling practices, games, and competitions.
- Foster a positive and supportive environment for student-athletes.
- Provide guidance and mentorship to student-athletes, emphasizing character development, sportsmanship, and academic excellence.
- Monitor academic progress and ensure compliance with eligibility requirements.
- Coordinate logistics for athletic events, including facility scheduling, officials, and transportation.
- Oversee game-day operations to ensure a smooth and successful experience for participants and spectators.
- Cultivate positive relationships with parents, alumni, and the broader community.
- Promote school spirit and pride through athletic events and activities.
- Collaborate with the marketing and communications team to highlight athletic achievements and promote events.
- Ensure compliance with all applicable rules, regulations, and policies governing interscholastic athletics.
- Implement safety protocols and procedures to minimize the risk of injury during athletic activities.
- Assist with planning and executing special athletic events and other duties as assigned by the Director of Athletics.

## QUALIFICATIONS:

- Bachelor's degree in sports management, education, or a related field (Master's degree preferred).
- Previous experience working in athletic administration or coaching at the high school or collegiate level.
- Strong organizational and leadership skills.
- Excellent communication and interpersonal abilities.
- Knowledge of rules and regulations governing interscholastic athletics.
- Ability to work evenings and weekends as required by the athletic schedule.
- CPR/AED certification and valid driver's license may be required.
- Valid driver's license with clean driving record.
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task, and meet deadlines.
- Ability to professionally represent the school at community and school events.
- Ability to work independently with confidence, and also in a team setting.
- Positive attitude, strong work ethic, and proactive.
- Ability to work flexible hours when required.

## HOW TO APPLY

Oxbridge Academy has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Human Resources Manager Elizabeth Fox), a resume, and a list of at least three professional references consolidated as a single PDF document to Laura Sanchez, Recruiter, at [laura@dovetailedsourcing.com](mailto:laura@dovetailedsourcing.com).

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*Oxbridge Academy is a non-profit, independent grade 6-12 school in West Palm Beach, Florida. Oxbridge Academy commits to being a community characterized by civility, respect, and trust; a school that fosters the virtues of discipline, perseverance, and responsibility. Oxbridge Academy is an equal opportunity employer, committed to diversity at all levels, and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability, or any other characteristic protected by law.*

