

Director of Athletics | Ridgecroft School | Ahoskie, North Carolina

Position Overview

Ridgecroft School seeks a dynamic, organized, and student-centered Director of Athletics to lead and develop the school's comprehensive athletic program. The Director of Athletics provides vision, leadership, organization, and oversight for athletics from middle school through varsity competition.

Athletics are an important part of the Ridgecroft experience and support the school's mission to develop the total student, academically, socially, physically, aesthetically, and morally. The Director of Athletics should view competition not simply as an opportunity to win, but as a powerful environment in which students learn teamwork, discipline, perseverance, leadership, accountability, sportsmanship, and character.

Ridgecroft currently offers 17 athletic teams across 12 sports throughout the school year, with programs competing at the middle school, junior varsity, and varsity levels. Ridgecroft is a member of the North Carolina Independent Schools Athletic Association (NCISAA) and a founding member of the Tarheel Independent Conference (TIC).

The successful candidate will be a visible, engaged presence in the Ridgecroft community, building strong relationships with student-athletes, coaches, families, faculty, administrators, opposing schools, officials, donors, and the broader community.

Position Details

Reports to: Head of School

Status: Full-Time, 12-Month Administrative Position

Location: Ahoskie, North Carolina

Department: Athletics

Purpose of the Role

The Director of Athletics provides strategic and operational leadership for all Ridgecroft athletic programs. The Director ensures athletics reflect the school's mission, values, and educational philosophy while providing student-athletes with meaningful opportunities for participation, competition, growth, and achievement.

The Director will establish a consistent culture across Ridgecroft athletics; support and develop coaches; oversee scheduling and game operations; manage athletic facilities and resources; ensure compliance with NCISAA and conference requirements; and serve as the primary school representative for athletic matters.

The Director should be highly visible at practices, games, tournaments, and school events, and accessible and responsive to students, families, and coaches.

Core Responsibilities

1. Athletic Leadership & Vision

- Develop and communicate a clear vision for Ridgecroft athletics that supports the school's mission and educational priorities.
- Establish consistent expectations for student-athletes, coaches, teams, and athletic programs.
- Promote athletics as an extension of the classroom and as an important component of whole-child development.
- Build a culture centered on sportsmanship, integrity, accountability, teamwork, perseverance, leadership, and respect.
- Evaluate the athletic program annually and identify opportunities for growth, improvement, and expansion.
- Develop long-range plans for athletic programs, facilities, equipment, staffing, and student participation.
- Work collaboratively with the Head of School and administrative team on the overall direction of Ridgecroft athletics.
- Serve as a visible representative of Ridgecroft at athletic events and within the school community.

2. Student-Athlete Experience

- Promote a positive, inclusive, educational, and competitive experience for all student-athletes.
- Ensure that students are treated fairly and respectfully throughout practices, tryouts, competitions, and team activities.
- Establish clear expectations for student-athlete behavior, academic responsibility, attendance, sportsmanship, and representation of Ridgecroft School.

- Work with administration, teachers, and coaches to support student-athletes' academic success.
- Monitor eligibility and participation requirements.
- Support students interested in pursuing collegiate athletics and assist families in navigating the college athletic process, when appropriate.
- Recognize and celebrate student-athlete accomplishments, both athletic and academic.
- Promote leadership and service opportunities through athletics.

3. Coaching Staff Leadership

- Recruit, interview, recommend, hire, onboard, supervise, and evaluate coaches in collaboration with the Head of School and appropriate administrators.
- Establish clear expectations and job responsibilities for all coaches.
- Conduct regular coaching evaluations and provide meaningful feedback.
- Develop a consistent coaching philosophy across all Ridgecroft programs.
- Provide professional development opportunities for coaches through clinics, conferences, certifications, and internal training.
- Ensure coaches understand and follow Ridgecroft policies, NCISAA rules, TIC regulations, and school expectations.
- Maintain appropriate coaching credentials, certifications, and required documentation.
- Foster a collaborative coaching community in which coaches communicate with one another and work toward the overall success of Ridgecroft athletics.
- Address coaching concerns, performance issues, and conflicts in a timely and professional manner.

4. Compliance, Safety & Risk Management

- Maintain compliance with all applicable NCISAA, TIC, school, and state requirements.
- Stay current on changes to athletic rules, eligibility requirements, and governing regulations.
- Maintain accurate athletic records and required documentation.
- Oversee student-athlete eligibility and required athletic participation forms.
- Ensure appropriate health, safety, emergency, and concussion protocols are followed.
- Coordinate with school administration and appropriate medical personnel regarding athletic injuries and student safety.
- Ensure coaches understand emergency procedures and expectations for responding to injuries.
- Maintain appropriate emergency action plans for athletic facilities and events.
- Promote safe and responsible practices across all programs.

5. Scheduling & Event Management

- Develop and maintain the master athletic calendar.
- Schedule regular-season contests, tournaments, scrimmages, and postseason events.

- Coordinate athletic schedules with the school calendar, academic programs, facilities, and other extracurricular activities.
- Coordinate transportation and travel arrangements for away competitions.
- Arrange officials and game personnel as required.
- Oversee home-game operations, including facilities, field and court preparation, admission, concessions, security, game personnel, visiting teams, officials, and event logistics.
- Ensure facilities are prepared, clean, safe, and appropriately staffed for athletic events.
- Coordinate with opposing schools regarding schedules, arrival information, facilities, officials, and game-day needs.
- Develop clear procedures for game-day communication and responsibilities.
- Be available for significant home athletic events and postseason competitions.

6. Facilities, Equipment & Athletic Resources

- Oversee the condition, maintenance, organization, and appropriate use of athletic facilities.
- Develop and maintain an inventory of athletic equipment and supplies.
- Establish replacement schedules for uniforms, equipment, and other athletic resources.
- Work with school administration to identify facility improvements and capital needs.
- Coordinate the appropriate use of athletic facilities by school teams and outside organizations.
- Ensure athletic spaces reflect Ridgescroft's standards and present a positive image of the school.
- Work with maintenance and other school personnel to address facility needs in a timely manner.
- Promote responsible care of school property among coaches and student-athletes.

7. Budget & Financial Management

- Develop and manage the annual athletics budget in collaboration with the Head of School and Business Office.
- Monitor spending across athletic programs.
- Approve and oversee purchases of equipment, uniforms, supplies, officials, transportation, and other athletic needs within established school procedures.
- Plan for long-term equipment and facility needs.
- Maintain appropriate financial records and documentation.
- Seek opportunities to use athletic resources responsibly and efficiently.
- Work collaboratively with the Ridgescroft Athletic Association and Advancement Office regarding athletic fundraising, sponsorships, and special initiatives.
- Ensure athletic fundraising activities follow school policies and are coordinated through the appropriate school offices.
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8. Communication & Community Relations

- Serve as a primary point of contact for athletic matters involving students, families, coaches, opposing schools, officials, and conference representatives.
- Communicate athletic expectations, schedules, changes, policies, and important information clearly and consistently.
- Maintain positive working relationships with coaches, families, officials, and athletic directors at other schools.
- Represent Ridgecroft at NCISAA, TIC, and other appropriate athletic meetings.
- Collaborate with the school's Advancement and Communications efforts to appropriately promote Ridgecroft athletics.
- Celebrate student-athlete and team accomplishments through school communications, recognition programs, awards, and other appropriate platforms.
- Ensure athletic communications reflect Ridgecroft's mission, values, and professional standards.
- Work collaboratively with the school's communications and social media personnel to ensure athletics are represented consistently across official Ridgecroft channels.

9. Athletic Program Development

- Evaluate current programs and identify opportunities to strengthen participation and competition.
- Support the development of programs that provide appropriate opportunities for students at multiple skill levels.
- Consider new sports or expanded offerings based on student interest, enrollment, facilities, staffing, and financial feasibility.
- Develop pathways that allow students to progress from middle school participation to junior varsity and varsity athletics.
- Support the continued development of emerging programs, including Ridgecroft's junior varsity football program and future varsity program.
- Explore opportunities for summer camps, clinics, strength and conditioning, and other student-athlete development programs.

10. Culture, Sportsmanship & School Spirit

- Establish athletics as a source of pride and community for Ridgecroft School.
- Promote positive sportsmanship among athletes, coaches, families, and fans.
- Establish clear expectations for conduct at home and away contests.
- Work with school leadership and student organizations to build school spirit and support for athletic programs.
- Encourage meaningful recognition of athletes, coaches, teams, and athletic accomplishments.
- Ensure that winning and competitive success never come at the expense of character, academic responsibility, safety, or sportsmanship.

- Help create an athletic culture in which students understand that they represent themselves, their teams, their families, and Ridgecroft School.

What Success Looks Like

Within the first 12–18 months, a successful Director of Athletics will:

- Establish a clear and consistent vision for Ridgecroft athletics.
- Strengthen communication among the Athletic Department, coaches, students, families, and administration.
- Develop clear expectations and accountability systems for coaches and student-athletes.
- Create efficient systems for scheduling, eligibility, travel, game management, and athletic communications.
- Strengthen relationships among Ridgecroft's athletic programs and create greater consistency across teams.
- Maintain strong compliance with NCISAA and TIC requirements.
- Improve the organization, readiness, and presentation of athletic facilities.
- Develop a thoughtful annual and long-range athletic budget.
- Strengthen the student-athlete experience at the middle school, junior varsity, and varsity levels.
- Build greater school-wide pride and community engagement around Ridgecroft athletics.
- Identify strategic opportunities to grow and strengthen Ridgecroft's athletic offerings.

Qualifications

Required

- Bachelor's degree from an accredited college or university.
- Demonstrated experience in athletic administration, coaching, education, or a related field.
- Strong organizational, communication, leadership, and interpersonal skills.
- Demonstrated ability to manage multiple programs, schedules, people, and competing priorities.
- Understanding of the role athletics plays in the educational development of students.
- Ability to work collaboratively with students, families, coaches, faculty, staff, administrators, officials, and community members.
- Commitment to student safety, sportsmanship, integrity, and character development.
- Ability to work evenings and weekends as required by the athletic calendar.
- Ability to obtain and maintain required CPR, First Aid, and other applicable certifications.

Preferred

- Degree in Athletic Administration, Education, Educational Leadership, Sports Management, Physical Education, or a related field.
- Previous experience as an athletic director or assistant athletic director.
- Coaching experience, particularly in a middle school or high school setting.
- Experience working in an independent school environment.
- Familiarity with NCISAA rules and regulations.
- Familiarity with the Tarheel Independent Conference or other independent-school athletic conferences.
- Experience supervising and evaluating coaches.
- Experience managing an athletic budget.
- Experience with athletic scheduling and game management platforms.
- Experience developing athletic programs and expanding opportunities for student-athletes.
- Experience coordinating athletic facilities, transportation, officials, and postseason competition.

Personal & Professional Characteristics

Ridgecroft seeks an Athletic Director who is:

- **Student-centered** - understands that the student comes before the athlete.
- **Visible** - is present and engaged at practices, games, tournaments, and school events.
- **Organized** - can effectively manage a complex athletic calendar and numerous competing priorities.
- **Collaborative** - works effectively with coaches, teachers, administrators, families, and students.
- **Mission-driven** - understands athletics as part of Ridgecroft's whole-child educational experience.
- **Communicative** - provides timely, clear, and professional communication.
- **Fair and consistent** - applies expectations and policies equitably across programs.
- **Growth-oriented** - looks for ways to improve and strengthen Ridgecroft athletics.
- **Community-minded** - understands the importance of athletics in building school spirit and community.
- **A role model** - demonstrates integrity, professionalism, sportsmanship, and respect.

Physical Demands & Work Environment

The position requires regular work in athletic facilities and outdoor environments and may involve exposure to heat, cold, rain, uneven surfaces, loud environments, and extended periods of standing or walking.

The Director must be available for regular evening and weekend athletic events and occasional travel for conferences, tournaments, meetings, and competitions.

About Ridgecroft School

Ridgecroft School is an independent, college-preparatory school serving students in preschool through 12th grade in northeastern North Carolina. Located on an 83-acre campus between Ahoskie and Murfreesboro, Ridgecroft provides students with a broad educational experience that includes academics, athletics, fine arts, leadership, service, and extracurricular opportunities.

Ridgecroft's mission is to develop the total student: academically, socially, physically, aesthetically, and morally. Athletics are an important part of that mission, providing students with opportunities to develop teamwork, perseverance, leadership, discipline, confidence, and sportsmanship.

Ridgecroft athletics currently include competition at the middle school, junior varsity, and varsity levels across 12 sports, with programs offered throughout the fall, winter, and spring seasons. Ridgecroft is a member of the North Carolina Independent Schools Athletic Association (NCISAA) and a founding member of the Tarheel Independent Conference (TIC).

Ridgecroft is committed to providing student-athletes with meaningful opportunities to compete, grow, lead, and represent their school with pride.

Application Materials

Interested candidates should submit:

- Letter of interest
- Current résumé
- Statement of Athletic/Educational Philosophy
- Three professional references

Materials should be submitted to:

Russell H. Johnson

Head of School

Ridgecroft School

420 NC Highway 11 North

Ahoskie, NC 27910

Email: rhjohnson@ridgecroft.org

Ridgecroft School is an equal opportunity employer and considers qualified applicants without regard to race, color, religion, sex, national origin, age, disability, or other status protected by applicable law.