



**Available Position:** Director of Athletics and Physical Education  
**Department:** Athletics  
**Reports to:** Head of School  
**Full/Part-time:** Full-time  
**Date Posted:** January 27, 2023  
**Start Date:** July 1, 2023

**About The Trinity Preparatory School:**

Trinity Preparatory School is an independent, coeducational, college preparatory school that develops ethical, resilient leaders who thrive in the pursuit of excellence, embrace diversity of thought and perspective, and grow spiritually. In alignment with our mission, we affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

Founded in 1968, a dedicated group of Orlando community leaders led by the late Reverend Canon A. Rees Hay wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established the Trinity Preparatory School in grades six through twelve. Affiliated with the Episcopal Church, we welcome families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced by diversity.

Our dedicated and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both inside and outside of the classroom with a balance of academic rigor and wellness. Trinity's student body and families reflect the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience.

**As a Member of the Athletic Department:**

Our primary commitment is to provide an opportunity for student-athletes to fully develop their academic and athletic potential. Through practice, training and competition, the department strives to instill in each student-athlete: good sportsmanship and personal integrity, loyalty to the group and the ability to function with others as a team, appreciation for the benefits of hard work, motivation and perseverance in both winning and losing situations, and pride in accomplishments gained through fair and honest means.

We strive to generate pride and enthusiasm in students, alumni, and the community which Trinity Prep serves. All Trinity Prep coaches are expected to embrace the school's philosophy of encouraging students to participate in multiple sports teams at Trinity, rather than focusing on one sport and playing it year-round. As a coach, your responsibility is to help develop a well-rounded student-athlete with balance and objectivity.



**Athletic Facilities are located on a 100-acre campus, which include the following:**

- Dickinson Activity Center (DAC) and Race Athletic Center (RAC)
- Trinity Prep Aquatics Center
- Lake Burkett and Lake Martha
- All-weather outdoor track and outdoor basketball court
- Arnold Tennis Courts (8 total)
- Hubbard Track and Field/Stadium
- Zimmer Baseball Field, Softball Field
- Practice Field (1) and field events practice field
- 2 Concession Stands
- Press Box and Athletic Storage
- Upper and Middle School Locker Rooms
- Weight Room
- 1 Chaplain's Cross Campus Trail

**Athletic Teams (Varsity, Junior Varsity, and Middle School) include the following 15 different sports, which are available to any eligible boy or girl in grades 6-12:**

Fall

Bowling  
Cheer  
Cross Country  
Golf  
Football  
Flag Football  
Swim and Dive  
Volleyball (girls)  
Drumline

Winter

Basketball  
Cheer  
Soccer (boys)  
Weightlifting (girls)

Spring

Baseball (boys)  
Lacrosse  
Softball (girls)  
Tennis  
Track and Field  
Volleyball (boys)  
Weightlifting (boys)

**Position Description:**

Trinity Preparatory School seeks a talented, experienced, Director of Athletics and Physical Education to serve as a 12 month administrator. The Director is responsible for the overall athletic and physical education program to include leading searches and evaluating coaches, coordinating the use of athletic facilities, managing student/athlete eligibility and conduct, maintaining safe facilities, scheduling and supervising athletic contests, conducting seasonal player/parent organizational meetings, managing summer school athletic programs, and enforcing athletic department policies. Representing Trinity Prep at public appearances, and overseeing Trinity Prep Aquatics, a swim club housed in the Trinity Prep aquatic center are also major responsibilities. The Director serves as the liaison to the Athletic Booster Club and is supervised jointly by the Head of School and the Associate Head of School.

The Director of Athletics and Physical Education will exemplify Trinity Prep's four Core Competencies that apply to all employees of the organization:

- Demonstrates Self-Awareness
- Ensures Accountability
- Communicates Effectively
- Cultivates Innovation

The Director of Athletics and Physical Education will demonstrate Trinity Prep's Leadership Competencies that apply to the role within the organization:

- Customer Focus
- Directs Work
- Leading Effective Teams
- Business Insight

**Duties and Responsibilities:**

- Serve on the school's Administrative Team.
- Supervise a team consisting of the two Assistant Athletic Directors, the athletic administrative assistant, an athletic trainer, and all coaches.
- Develop a strategy to hire, evaluate, orient, and mentor an inclusive and diverse coaching staff, which includes both teacher-coaches and adjunct coaches while adhering to the schoolwide hiring policies and procedures.
- Aid varsity head coaches in the administration of their programs as needed.
- Communicate the school's athletic philosophy to its various constituencies.
- Collaborate with athletics department staff and coaches to implement the athletic philosophy and coaching competencies across all sports.
- Cultivate and execute a mission-based and data-informed athletic strategic plan that respects the dignity of all student-athletes, parents, coaches, and staff to provide a meaningful and supportive learning experience with an emphasis on our four core values through the pursuit of excellence.



- Prepare and manage the athletic department budget.
- Assist in the school's fundraising efforts to ensure the athletics and physical education programs support the mission and contribute to the broader strategic vision for the school.
- Act as a liaison to the Florida High School Athletic Association (FHSAA) and advising the Head of School; the Associate Head of School; and the coaching staff on matters related to FHSAA bylaws, policies, and procedures.
- Act as a liaison to The Citrus League and advising the Head of School and the Associate Head of School and coaching staff on matters related to FHSAA bylaws, policies, and procedures.
- Plan coaches' professional development and manage athletic team banquets.
- Supervise matters of safety to include injury reports and ImPACT test administration.
- Communicate with field and gym maintenance staff and vendors to ensure facilities are properly prepared for contests or practices.
- Coordinate the use of athletic databases and current technology tools to effectively communicate and manage athletic information.
- Coordinate with the communications office to ensure proper, consistent, and appropriate messaging occurs.
- Coordinate awards assemblies and special events which are pertinent to the athletic department or the use of the facilities.
- Administer summer athletic programs, camps and clinics; hosting tournaments
- Serve as the administrator on duty for most athletic contests during the evenings, weekends, and holidays as required.
- Serve as an advisor, teacher, or coach as needed; perform committee work as needed.
- Other duties as assigned by the Head of School and the Associate Head of School.

**Qualifications and Experience:**

- Minimum of a bachelor's degree in education, physical education, or related field. Master's degree preferred.
- Minimum of seven years experience in athletic administration in education, physical education, or related field, which would include serving as a head coach.
- 3 years of minimum coaching experience at the secondary or collegiate level.
- Articulates an authentic commitment to diversity and holds others accountable for the same.
- Promotes an inclusive environment that values, encourages, and supports differences.
- Knowledge of physical education programs.
- Demonstrated evidence of the ability to coordinate, grow, and develop an athletic and physical education program through immediate planning and alignment.
- Excellent interpersonal, verbal, and written communication skills.
- Facility in the use of current technologies is highly preferred.
- Must be able to pass a Jessica Lunsford Level II background check and drug test.



**Certifications Required:**

- CPR/AED/First Aid

**Application Requirements:**

- Interested candidates should complete an application through the below link:  
[APPLY NOW](#)

**Benefits:**

- Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plan.

**Employee Nondiscrimination Policy:**

- Trinity Preparatory School is an Equal Opportunity Employer.