



Opportunity Statement



TANDEM
FRIENDS SCHOOL

Athletic Director Search

July 1, 2024

Charlottesville, Virginia

Grades 5-12, Day / Co-Ed



Lead Consultant
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School Overview

A unique school with a unique history, Tandem Friends School of Charlottesville, VA is guided by the Quaker principles that define Friends Schools and has three school mottos: kindness and wisdom, creativity and integrity, and freedom with responsibility. Founded in 1970 as an inclusive alternative to the segregation academies that had proliferated in Virginia at that time, Tandem was the first school in the area founded as both coeducational and racially integrated. Over time, Tandem found Quaker schools to be kindred spirits and joined the Friends Council of Education, becoming a Friends School in 1996.

With approximately 250 students and spanning only grades 5-12, Tandem Friends aims to cultivate a school culture in which adolescents feel invested in their school community, feel seen and appreciated, and feel comfortable being their full selves at school. By encouraging the exploration of new activities and experiences and supporting students' sense of community responsibility and belonging, the school strives to create challenging and engaging academic and extracurricular experiences that feel purposeful to our students.



The History of Tandem Friends School

Tandem School was founded in 1970 by John Howard and Duncan Alling, two men with wide experience as teachers and administrators in large, independent boarding schools. Both were familiar with the Charlottesville area, and felt there was a need for a school in the community which would present an alternative approach to education. Their philosophy was, in part, based on the conviction that the processes of maturation and academic development need an environment in which there is a close and trusting relationship between faculty and the students, a free examination of values and ideas, and an approach to decision making which involves the whole school community. The founders also envisioned a school dedicated to an economically and racially diverse student body, and a curriculum embracing the arts, environmental stewardship and community service, in addition to academic rigor.

The Position

The Athletics Director will develop deep connections with colleagues, students and families within our small school community; Tandem has a collaborative culture in which faculty and staff have a vested responsibility in creating an overall student experience at TFS that embodies our Friends School mission and vision. We seek a professional who takes great joy in working with adolescents.

Position Summary:

The TFS Athletics Director is responsible for all operations of the middle and upper school athletic programs with the following core responsibilities:

- Collaborate with members of the school leadership team and human resources to recruit, evaluate, hire, onboard, support, evaluate, and develop quality faculty and coaches who will perform their duties professionally and informed by the school's mission.
- Motivate student athletic participation and leadership. Build relationships with students. Be part of the community life of the school.
- Manage game-day operations; oversee scheduling of all athletic events, coordinate transportation, hire all game officials, and attend or enlist a school representative to attend all home games. Travel to away games as needed.
- Ensure clear and frequent communications with coaches, families, students, and school staff.
- Prepare and implement an annual departmental budget.
- Be the primary administrator responsible for the functioning and appearance of the schools athletic facilities, including the field house, gym, and athletic fields.
- Supervise athletic facilities after school hours, support practices as needed.
- Oversee the distribution, collection, storage, cleaning, and repair of all school athletic equipment and uniforms.
- Attend to VISAA league/GPAC conference business; foster positive relationships with competitor schools.
- Support the Middle School physical education program as needed.

AT TFS, all members of school administration are active community members who share in the general support and care of the school community and participate in school wide programming and activities, including overnight trips. Tandem Friends seeks staff members who bring a wide range of skills and knowledge, a willingness to learn new things, and an appreciation for collaboration with students and colleagues. Ideal candidates will possess:

- The drive and skills to strengthen and enrich TFS's inclusive, no-cut athletic program in alignment with the mission of the school
- Excellent organizational strategies, advanced planning, and attention to detail; the ability to manage, innovate, and problem-solve complicated logistics efficiently and effectively
- A strong understanding of the developmental needs of both middle and high school students
- Excellent interpersonal and communication skills with a wide range of constituencies.
- A high level of cultural competency and a demonstrated commitment to DEIJB principles and practices

Opportunities & Priorities

Background Information

Tandem Friends School culture strongly values student participation and students taking risks by trying new things. Tandem's unique, no-cut athletics program is one of the most profound embodiments of that cultural value.

In 2024-25, the school will offer varsity VISAA GPAC (Greater Piedmont Athletic Conference) teams in volleyball, cross-country, soccer, basketball, lacrosse, and track as well as an Ultimate Frisbee club team and a conditioning offering. Given the relatively small size of the school and the other extracurriculars that students are involved in, such as drama productions, Model UN, Science Olympiad and so forth, team sizes vary widely. The school works hard to make team participation possible for as many of our students as it can. The school also has middle school teams in soccer, basketball, cross country, volleyball and Ultimate Frisbee and usually fields JV teams in volleyball and boys basketball. Recent accomplishments include a statement tournament appearance by Girls Varsity Soccer and a Boys Cross-Country State Tournament win.

Middle School Athletics

The next Athletic Director will develop the Middle School Athletic Program as a developmental program for the upper school, whereas students are encouraged to try new things and learn new skills.

Scheduling

Examine the whole school calendar, considering weeks such as Tech Week, to avoid conflicts with other Tandem Friends programs and events, that fosters a healthy balance of opportunities for athletics, theater, and music.

Orientation and Professional Development

The next Athletic Director will create an orientation program for coaches at the beginning of each season, ensuring that TFS's core values are instilled and reflected in the athletic offerings.

Hiring, Evaluation, and Retaining Coaches

The next Athletic Director will ensure that all athletic teams are supported by coaches who embraces TFS's core values and seek ways to provide ongoing professional support for the coaches.

Community Involvement

One of the first things the next Athletic Director will need to do is involve themselves in the Tandem Friends School community. This includes developing relationships with the faculty and staff, getting to know the students and their families, and sharing their passion with TFS alumni(ae).

The Profile of the next Athletic Director

The ideal candidate will possess the following competencies and should be able to respond to them in their cover letter:

A Relationship Builder

A Program Manager

Budget Management

Detail Oriented

Drive and Ambition

A Self-Starter

Flexible and Adaptable

A Collaborator / A Team Player

A Strong Communicator

A Visible Presence

A Pied Piper

A Visionary

To Apply

Application Deadline: May 1, 2024

Please note that strong candidates may be considered before the application deadline.

Candidates should send a current resume, cover letter specific to this opportunity statement, and a list of five professional references to:

Tim Viands
President, IndySchool Consultancy
tim@indyschoolconsultancy.com

For more information, contact Tim Viands at tim@indyschoolconsultancy.com

People of color and members of other underrepresented groups are encouraged to apply.

Compensation & Benefits

The salary and benefits for the Athletic Director will be competitive and commensurate with experience.



**For inquiries,
contact us.**

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