



Gaston Day School
Assistant Athletic Director
Job Description

With a 50+ year tradition of athletic competition, Gaston Day School is a member of the North Carolina Independent Schools Athletic Association (NCISAA), competing in the 2A classification. GDS has Middle School, JV and Varsity teams and competes in the following sports: Baseball, Basketball, Cross Country, Golf, Soccer, Swimming, Tennis, Track & Field, and Volleyball. Since 1967, Gaston Day has won 17 state championships including one state title and a state runner-up finish this fall. With roughly 70 percent of 6th-12th grade students participating in school sports, Gaston Day values the overall team experience as a key piece of its students' education and embraces the departmental core values of: Team Before Self, Tireless Preparation, and Fierce in Competition.

The Assistant Athletic Director is responsible for assisting the Director of Athletics in supervising all middle and upper school athletic programs, the physical education department, and athletic transportation. The Assistant Athletic Director may also fulfill duties such as physical education teaching, and/or coaching duties as needed. Responsibilities may include but are not limited to:

- Game day setup and administrative coverage of all home athletic events
- Assisting in ordering supplies, uniforms and apparel for teams
- Overseeing the organization, distribution, collection and storage of uniforms
- Working with the Business Office for athletic department purchases
- Assisting in maintaining Gaston Day School athletic information including our website, OnCampus and MaxPreps with individual team schedules
- Assisting with special events:
 - Athletic Hall of Fame Dinner, Sports Awards Banquet, Spirit Assemblies, National Signing Day Ceremony, other events as needed
- Managing athletic team transportation to include general upkeep of athletic activity buses
- Assuming additional relevant duties when the Director of Athletics is off campus
- The Assistant Athletic Director will report to the Director of Athletics

Gaston Day School is committed to increasing the racial, ethnic, and religious diversity of our faculty and staff. The School welcomes applicants who would bring additional dimensions to the school's teaching mission. In accordance with law, Gaston Day School is an equal opportunity employer and hires without discrimination on the basis of race, color, religion, national origin, sex/gender, age, or disability.

Interested candidates should send a resume and letter of interest to Lulu Brase, Incoming Director of Athletics: lbrase@gastonday.org.