

Savannah Private Schools Athletic League

SPAL COMMISSIONER

Job Description

Primary Objective:

The mission of the Savannah Private Schools Athletic League shall be to promote, develop, direct, protect and regulate middle school interscholastic athletic competitions and to encourage integrity, fair play, good sportsmanship and friendly competition among contestants and member schools.

Position Summary:

The SPAL Commissioner reports directly to the Board of SPAL and is an integral part of developing the athletic programming for students. The SPAL Commissioner enables a program that develops personal character, servant leadership, and athletic skills while aiming for excellence in athletic competition. The Commissioner serves as an athletics ambassador, organizing, being present for, celebrating, and communicating the league's successes in sports and the positive impact SPAL athletics can have on the lives of student participants.

Primary Duties and Responsibilities

- Develop, manage, and supervise developmentally appropriate athletic programs in line with SPAL's overall mission and goals and accessible to all students.
- Work with the Executive Committee of the Board to develop an innovative strategic vision for athletics in Savannah.
- Represent SPAL in all meetings, games, and activities.
- Schedule all middle school contests for member schools.
- Supervise, develop, and evaluate contests across the league on a regular basis to ensure consistent compliance with SPAL rules by all member schools and report findings to the executive committee.

- Prepare and implement the annual budget.
- Maintain school contact records, meeting minutes, and other league documents.
- Ensure that athletic fields and facilities are secured and prepared for hosting athletic contests.
- Communicate with both coaches, students, and parents regarding appropriate expectations for each level of competition.
- Ensure that all athletic equipment, facilities, fields, and courts are safe for use. Ensure timely renewal of liability insurance.
- Maintain accurate records of team and individual athletic statistics and records.
- Organize coaches' meetings at the beginning of each season to review expectations, guidelines, and rules of play.
- Organize and secure the necessary number of qualified officials for each contest.
- Update website pages with schedules, locations, and results of all interscholastic games.
- Coordinate with member school personnel to ensure that all student-athletes have turned in required forms and paperwork and completed the concussion baseline Impact Test.
- Perform other duties as determined by the SPAL Executive Committee.

Qualifications:

- Bachelor's degree in Sports Management, Physical Education, or related field. Master's degree preferred.
- Experience in coaching, teaching, or administration. Different sports as well as different levels (middle school, junior varsity, varsity) preferred.
- At least four years of relevant experience in an athletics-related role in an educational environment desired.
- Successful background working with student-athletes and coaches desired.
- Outstanding interpersonal and communication skills, with a professional and empathetic approach.

- Willingness to be part of a collaborative environment and work closely with coaches, school leaders, and parents.
- Strong organizational skills and attention to detail.
- Capacity to meet the physical demands of the role.
- Ability to communicate clearly and effectively, verbally and in writing.
- Positive attitude, flexible approach, and a sense of humor.

Interested Candidates:

Interested candidates should send their letter of interest and a resume to all three members of the SPAL Board Executive Committee (listed below). The position will remain open until the desired candidate is hired.

SPAL Board Executive Committee:

Kelley Waldron, Chair

Head of School, St. Andrew's School

waldronk@saslions.com

Kef Wilson, Vice Chair

Head of School, Savannah Country Day School

kwilson@savcds.org

Sister Joan O'Reilly

Head of School, St. James School

SrJoan@sjcs-savannahga.org