



Job Position Statement: Director of Athletics

CASTILLEJA SCHOOL • PALO ALTO, CA

Founded in 1907, Castilleja School has long been recognized as one of the nation's premier girls' schools. With 416 students in grades 6-12, Castilleja is rooted in its history, traditions, and a reputation for innovation embracing its motto, Women Learning, Women Leading. The school empowers young women to lead lives of purpose and impact.

Located in Palo Alto, California, in the heart of Silicon Valley, Castilleja has existed on the same picturesque campus since its founding. The School's facilities include state-of-the-art classrooms and science laboratories, a library, dedicated maker spaces, art studios, and collaborative learning environments. Athletics facilities comprise The Joan K. Lonergan Fitness and Athletic Center houses two gyms and fitness facilities, an outdoor pool for water polo and swimming, and a field for softball and soccer. A full campus renovation, scheduled for completion in 2027-28, will completely remake Castilleja with modernized teaching and learning spaces.

These improvements will allow enrollment to grow to 500 students and will inspire new programs that align with the school's mission. The new campus will continue to center around The Circle, a geographic and cultural touchstone for the community. The Circle serves as a place for informal gatherings and cherished traditions, including graduation.



OUR MISSION

Athletics is an important part of the overall educational experience at Castilleja. Grounded in their Athletics Core Values, the program fosters the overall well-being of the student by developing athleticism, sportsmanship, and teamwork. Through participation in sports at Castilleja, students learn life skills and develop positive character traits while striving for excellence in competition. Castilleja Athletics provides the community with a source of pride, unity, and school spirit while complementing and enhancing the educational experience of academically engaged, intellectually curious, and athletic young women.

KEY RESPONSIBILITIES

The Director of Athletics will:

- Report directly to the Head of School and serve as a member of the senior leadership team.
- Oversee a well-resourced and highly capable athletic department that develops student-athletes who excel at both the high school and collegiate levels.
- Continue the development of successful athletic programs, including the school's new and thriving flag football team.
- Plan for and maximize the use of Castilleja's athletic facilities, including a top-tier on-campus gym and the planned state-of-the-art pool facility.
- Work creatively and purposefully to secure additional field and court space in Palo Alto during the school's \$200M campus renovation project.
- Recruit talented coaches and staff, ensuring thorough onboarding, ongoing mentoring support, professional feedback, and motivating professional development opportunities.



QUALIFICATIONS AND SKILLS

The ideal candidate will:

- Be a knowledgeable and visionary leader who supports students in discovering new and exciting pathways to develop their leadership capacity, reflecting the heart of Castilleja's mission.
- Be a collaborative member of the senior leadership team, contributing to the overall vision and strategic priorities of the school while fostering cross-departmental communication and partnerships.
- Lead with integrity, deep intellect, kindness, enthusiasm, generosity, warmth, humility, and a commitment to listening and learning from the entire community.
- Be entrepreneurial and resourceful, particularly in navigating facility challenges and creating partnerships within the Palo Alto community.
- Demonstrate a deep commitment to the school's mission of girls' leadership and education.
- Possess a strong understanding of competitive athletics and the ability to inspire excellence among coaches and athletes alike.

OPPORTUNITIES FOR GROWTH

- Expand the athletic department to support a growing Upper School enrollment, which is set to increase starting in 2027-28, creating a larger pool of student-athletes.
- Build a robust and innovative athletics program aligned with Castilleja's core mission of fostering leadership in young women.
- Leverage strong parental and community support to enhance program resources and opportunities for student-athletes.

COMPENSATION

The salary range for this position is \$165,000–\$180,000, commensurate with experience.

WHY JOIN CASTILLEJA?

- A thriving athletic program with a track record of producing high-level college athletes.
- Exciting new facilities and opportunities, including a planned state-of-the-art pool and a modernized campus set to open in 2027-28.
- Strong admissions demand and a deeply engaged parent community that supports athletics and leadership initiatives.
- A school culture that values tradition, innovation, and the holistic development of its students.

HOW TO APPLY

Becoming Castilleja's next Director of Athletics is an extraordinary opportunity for an accomplished educator who is interested in leading a high performing comprehensive program for girls and young women. Everything is in place: a vibrant mission and clear core competencies, talented and creative students, capable and dedicated faculty and administration, administrative support, and the resources needed to further the work of the school.

It's time to consider Castilleja! Applications for this opportunity must be submitted to The Finney Search Group portal before March 1, 2025, for consideration.

Apply here: <https://www.thefinneysearchgroup.com/castilleja-ad-application>

Your application will require the following documents:

- Cover letter
- Current resume
- Statement of Athletic/Educational Philosophy
- Five references



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