



Athletic Director

About TFS

Tallulah Falls School is an independent, coeducational college-preparatory day and boarding school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12.

Job Summary:

Tallulah Falls School is seeking a dynamic and experienced Athletic Director to oversee and manage our athletic programs. The ideal candidate will be responsible for coordinating sports activities, ensuring compliance with regulations, and fostering a culture of excellence in athletics.

Responsibilities:

- Develop and implement athletic programs that promote student and team success.
- Supervise coaching staff and evaluate program effectiveness.
- Manage the athletic budget and ensure financial accountability.
- Ensure compliance with all local, state, and national athletic regulations.
- Foster a positive and inclusive athletic environment.
- Coordinate scheduling, facilities, and event management.
- Engage with the community, parents, and administration to support athletic initiatives.
- Teach 1-2 courses of physical education and/or strength & conditioning courses per semester as needed.
- Other duties as assigned.

Requirements & Qualifications:

- Bachelor's degree in Sports Management, Physical Education, or a related field (Master's preferred).
- Minimum 5 years' experience in athletic administration or coaching.
- Strong leadership, organizational, and communication skills.
- Knowledge of compliance and regulatory standards in athletics.
- CPR and First Aid Certification
- Availability to work evenings, weekends, and travel for events as needed.

To Apply

Interested candidates should email a cover letter, resume, portfolio/work samples and a list of three professional references to the Director of Human Resources, Marlee Fleming at marlee.fleming@tallulahfalls.org. No telephone calls, please. **A full description of job responsibilities will be forwarded to interested candidates upon application.**

Tallulah Falls School is an equal-opportunity employer.

All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.