



LAKE HIGHLAND PREPARATORY SCHOOL

Position Announcement

Associate Director of Athletics



WITHIN AN ATMOSPHERE OF LOVE, CONCERN, AND MUTUAL RESPECT...

Job Summary

LHP seeks an Associate Director of Athletics who supports the Athletic Director in overseeing the school's athletic programs. Responsibilities include managing daily operations, ensuring compliance with regulations, and promoting academic success while upholding the school's mission of providing positive athletic experiences within an atmosphere of love, concern, and mutual respect. The ideal candidate shows a thorough understanding of the fundamentals of team sports and the rules and regulations associated with student athletes and coaches in sports; a proficiency in social media platforms, word processing, spreadsheet, and database programs; and can proactively identify opportunities for improvement and lead initiatives. This role requires strong leadership and organizational skills, as well as the ability to work collaboratively with others.

This is a full-time, fully benefitted, 12-month position. We encourage applicants from underrepresented groups to apply.

How to Apply

[Please click here](#) to apply through our Career Center. You will be asked to provide:

- Cover letter indicating how you would succeed in this position
- A current resume
- Three professional references with at least one immediate supervisor (preferably current)

LHPS conducts background checks, including fingerprinting, and drug testing and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act. Lake Highland Preparatory School is an Equal Opportunity Employer.

Education & Experience

- Bachelor's degree in Education, Business Administration, or a related field required.
- Minimum of three (3) years of experience in athletic administration, coaching, or a related field preferred.

About Lake Highland

To learn more about LHP, click [HERE](#) to view our Mission Statement, Vision, and more.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.