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. Thorough understanding of the fundamentals of team sports and the rules and regulations associated with student athletes and coaches in sports. Proficiency in social media platforms, word processing, spreadsheet, and database programs. Strong leadership and organizational skills. Excellent communication and interpersonal skills. Ability to work collaboratively with students, staff, parents, and the community. Proactively identifies opportunities for improvement and leads initiatives.

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.

Education & Experience
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• Thorough understanding of the fundamentals of team sports and the rules and regulations associated with student athletes and coaches in sports.
• Proficiency in social media platforms, word processing, spreadsheet, and database programs.
• Strong leadership and organizational skills.
• Excellent communication and interpersonal skills.
• Ability to work collaboratively with students, staff, parents, and the community.
• Proactively identifies opportunities for improvement and leads initiatives.

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)

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.

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.

June 2024