



LAKE HIGHLAND PREPARATORY SCHOOL

POSITION ANNOUNCEMENT

Associate Director of Primary Grades Lower School - SY 2027-2028

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

Job Summary

Lake Highland Prep's Lower School seeks an Associate Director of Primary Grades to partner with the Director of Lower School to support students, teachers, and families in grades PK–2, fostering a nurturing, collaborative, and mission-aligned learning environment. The role focuses on student academic and social-emotional growth, instructional support, teacher development, and strong family partnerships. The Associate Director also supports daily operations while upholding professionalism, confidentiality, and the school's core values.

This is a full-time, benefited, 12-month, exempt position.

Education & Experience

- Minimum of a Master's Degree or international equivalent required; at least one advanced degree must be in early childhood education, elementary education, educational leadership, or a closely related field.
- Minimum of 5 years of experience teaching required, preferably in a lower school setting.
- Minimum of 3 years of experience in an administrative leadership role preferred.
- Independent school experience preferred.

About Lake Highland

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

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)

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.

LHP conducts background checks, including fingerprinting (<https://info.flclearinghouse.com/>), drug testing, and social media checks, and may use a third-party administrator. Background and social media checks will be conducted in accordance with the Fair Credit Reporting Act (FCRA) and applicable state laws. Lake Highland Preparatory School is an Equal Opportunity Employer.