

# LAKE HIGHLAND PREPARATORY SCHOOL

## Associate Director of Athletics

---



The Associate Director of Athletics supports the Director of Athletics in managing athletic programs and daily operations, ensuring regulatory compliance, and promoting academic success and meaningful athletic experiences consistent with the school's mission.

### ESSENTIAL FUNCTIONS

- Actively supports and acts in accordance with the school's mission, vision, and commitment to education-based athletics.
- Collaborate with the Director of Athletics to recruit, hire, develop, and retain high-quality coaches aligned with program needs, performance expectations, and institutional standards.
- Provide visible, consistent leadership presence at practices, games, and other major events.
- Mentor and support coaches while holding them accountable to program standards, the school's mission and vision, and professional expectations.
- Assist the Director of Athletics in delivering timely, constructive, and mission-aligned performance evaluations for coaching staff.
- Assist in planning, organizing, and overseeing all athletic programs.
- Promote student-athlete development in athletics, academics, and character formation.
- Demonstrate composure, resourcefulness, and sound judgment when managing high-pressure or unexpected situations.
- Coordinate, supervise, and manage athletic events, including games, tournaments, and



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

- special events.
- Serve as on-site administrator for athletic events, ensuring safety, sportsmanship, and smooth game operations.
  - Manage athletic apparel and equipment inventories.
  - Ensure the athletic department program is in compliance with school policies, FHSAA state regulations, and NFHS national association's rules.
  - Promote and enforce an overall culture of safety.
  - Promote athletic programs through social media and school publications.
  - Coordinate and schedule athletic facilities efficiently while balancing multiple competing programs.
  - Arrange and confirm sports officials.
  - Assist in developing and implementing the athletic department's strategic plan.
  - Manage all interscholastic events, including ticket sales, game workers, lodging, and meals as required.
  - Maintain permanent records for each sport, including wins and losses, outstanding records, awards, letterman, etc.
  - Assist in preparing and organizing athletic awards programs for each sport.
  - Other projects, duties, and responsibilities that are assigned.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

[search@carneysandoe.com](mailto:search@carneysandoe.com) · [carneysandoe.com](http://carneysandoe.com)

## KNOWLEDGE, SKILLS, AND ABILITIES

- Strong understanding of team sports and athletic program operations.
- Knowledge of rules, regulations, and compliance requirements for student-athletes and coaches.
- Proficiency in social media platforms, Google Suite software programs, and database programs.
- Strong leadership, organizational, and time-management skills.
- Excellent verbal and written communication skills.
- Ability to build positive relationships and work collaboratively with students, staff, parents, and the community.
- Proactively identifies opportunities for improvement and leads initiatives.
- Ability to think critically, solve problems, and make sound decisions
- Proactive in identifying improvements and leading initiatives.
- Ability to maintain confidentiality and work independently while managing multiple priorities.



- **PHYSICAL REQUIREMENTS / WORK ENVIRONMENT**

The physical requirements and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing, repetitive movements, lifting weights of various amounts (not to exceed 50 lbs.), sitting on floor, bending/squatting, walking, etc.
- May be required to climb steps, and/or to walk to various departments on campus.
- May be required to work in a sitting position for long periods of time.
- May be required to work at a computer for long periods of time.
- May be required to work outside in all types of weather.
- May be required to work outside of regular school hours, including mornings, evenings, and weekends.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

- Bachelor's degree in Education, Business Administration, Sports Management, or a related field required; master's degree preferred.
- Minimum of three (3) years of demonstrated leadership experience required.
- Proven experience managing staff, programs, or operations in competitive athletic environments strongly valued.
- Minimum of three (3) years of experience in athletic administration, coaching, or a related field preferred.
- Prior experience as a student-athlete or coach preferred.

### To Apply

Interested candidates should submit a **resume** and **cover letter** to:

Rice Bryan, Senior Associate  
Carney Sandoe & Associates  
[rice.bryan@carneysandoe.com](mailto:rice.bryan@carneysandoe.com)  
and

Amanda Gastel, Placement Counselor  
Carney Sandoe & Associates  
[amanda.gastel@carneysandoe.com](mailto:amanda.gastel@carneysandoe.com)

Please do not contact the school directly.



Carney  
Sandoe  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

[search@carneysandoe.com](mailto:search@carneysandoe.com) · [carneysandoe.com](http://carneysandoe.com)