

Lee-Scott Academy
Executive Director of Athletics
Job Description

Qualifications

1. In good standing with the AHSAA
2. Head Coach experience within the AHSAA
3. Athletic Director experience within the AHSAA

Job Goal: Provide leadership to maintain and improve athletic programs (including cheerleading) for the benefit of all student athletes.

Reports To: Head of School

Performance Responsibilities

1. Set a standard of leadership for the athletic department by evaluating and developing a plan for continuous improvement for each sport and the overall program.
2. Supervise programs to ensure that all school programs comply with requirements and procedures of the Alabama High School Athletic Association (including, but not limited to eligibility).
3. Attend athletic events (games, events, and practices).
4. Communicate with the Head of School, Directors, Principals, Coaches, Parents, Athletes, and AHSAA.
5. Communicate, coordinate and serve as the point of contact with the Athletic Booster Club.
6. Work with the Athletic Director, Assistant Athletic Director, Directors, Principals, Coaches, and Head of School to prioritize needs of athletic programs.
7. Work with the Upper School Principal to recruit high quality coaches.
8. Provide feedback and formally evaluate each coach.
9. Provide continuing education for coaches.
10. Collaborate with the Upper School Principal when making coaching personnel recommendations to the Head of School.
11. Ensure that each sport has the equipment and coaching staff necessary to ensure safe and high quality athletic experiences for all athletes.
12. Work with coaches to schedule and coordinate athletic events. Document and approve away games and events.
13. Coordinate with the Chief Financial Officer and manage athletic revenues, expenditures, and budgets.
14. Oversee and coordinate with coaches for the purchasing of equipment, uniforms, etc.
15. Oversee communication, coordination, and collection of athletic fees.
16. Oversee all athletic fundraisers.
17. Coordinate with coaches to ensure student eligibility and AHSAA compliance for all sports.
18. Oversee athletic webpages and maintain appropriate social media presence for athletics.
19. Coordinate with Auburn and Opelika City Parks and Recreation Departments so as to build alliance and a stronger athletic program.
20. Promote athletes and coordinate with colleges and universities so as to secure more athletic scholarships.
21. Regularly inspect the conditions of all athletic fields and facilities and report conditions and needs to the Head of School.
22. Coordinate and help manage all athletic related facilities, including facility use by LSA coaches and athletes, as well as tournaments, and outside groups that strengthen or enhance the overall athletic program.
23. Perform other duties as assigned by the Head of School or his/her designee.

Send a completed application and a current resume to:

Dr. Stan Cox
Head of School
Lee-Scott Academy
1601 Academy Drive
Auburn, AL 36830
334-821-2430
scox@lee-scott.org