



Lutheran High School

Nurturing academic excellence, Encouraging growth in Christ

Lutheran High School is seeking an Assistant Athletic Director for the 2025-2026 school year

POSITION SUMMARY FOR ASSISTANT ATHLETIC DIRECTOR

Full-time position: Assistant Athletic Director

Benefits: Health, Dental & Vision Insurance
Disability & Life Insurance
Retirement Plans - Pension & Optional 403b
Paid Time Off

Preferred

Experience: Appropriate Degree and/or service in athletic administration

Salary Range: \$60,000-\$80,000

The candidate must be “Scripturally Grounded & Defined” and display:

- ❖ **A Heart for Jesus Christ:** Demonstrates a genuine love for Christ and a desire to share the Gospel. (For I resolved to know nothing while I was with you except Jesus Christ and him crucified. I Corinthians 2:2)
- ❖ **Personal Character:** Exhibits strong moral character and integrity, serving as a positive role model for students. (In everything, set them an example by doing what is good. In your teaching, show integrity, seriousness, and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us. Titus 2:7-8)
- ❖ **Astuteness for Task:** Approaches teaching with careful planning and a commitment to fulfilling responsibilities. (Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it? Luke 14:28)
- ❖ **Passion for Excellence:** Pursues excellence in all areas of teaching, working wholeheartedly as unto the Lord. (Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. Colossians 3:23-24)

DESCRIPTION AND RESPONSIBILITIES

This position will report to the Athletic Director and Associate Athletic Director.

Job Summary:

The Assistant Athletic Director (Assistant AD) will assist the Athletic Director (AD) in all aspects of managing the athletic department. This role will oversee, evaluate, and provide direction for Boys Golf, Girls Volleyball, Cheer, Softball, Cross Country, Boys Volleyball, Girls Golf, and Tennis while ensuring the athletic program aligns with Lutheran High School's mission and values. The Assistant AD will work closely with coaches, student-athletes, and administrative staff to enhance athletic operations, faith formation, and overall program success.

Program Oversight & Leadership

- Assist the Athletic Director in all responsibilities associated with the athletic department.
- Provide oversight, evaluation, and direction for assigned sports in alignment with the AD's vision.
- Offer mentorship and guidance to head coaches of assigned sports.
- Monitor and enhance faith formation within assigned sports.
- Organize and implement coaching improvement plans.
- Conduct preseason coaches' meetings for assigned sports before seasonal parent/athlete meetings.
- Conduct induction meetings for all new hires and their associated staff.
- Assist the AD in parent communication and meetings when issues or concerns arise within assigned sports.

Coaching & Athlete Development

- Attend and observe all levels of practice for assigned sports (minimum one per month, three per season) and provide feedback to head coaches.
- Conduct assistant and head coaching surveys, as well as administer player evaluation surveys.
- Assist the AD in interviewing coaching candidates.

Game & Event Management

- Oversee gameday supervision and setup.
- Manage all competition and practice schedules for assigned sports.
- Confirm opponents, officials, and transportation for assigned sports.
- Schedule and report gameday workers for all home games.
- Manage Arbiter for scheduling and payments of officials.
- Coordinate rental site needs and communicate changes with offsite facilities.
- Assist in Friday Night Football setup, game management, and takedown.
- Gate setup and coordination for all home games.

Administrative Duties

- Maintain and manage the athletic/activities calendar for assigned sports (rSchool, Google Calendar, school website).
- Ensure all required Lutheran High School documentation, background checks, and CHSAA certifications are completed for coaches of assigned sports.
- Monitor ineligibility lists and communicate academic status with coaches.
- Facilitate community service projects within assigned sports.
- Communicate athletic dismissals with faculty and staff.
- Assist with athletic chapel recognition.

Qualifications & Skills

- Strong leadership and organizational skills.
- Ability to mentor and develop coaches.
- Effective communication and collaboration with staff, students, and families.
- Understanding of CHSAA regulations and compliance requirements.
- Commitment to the mission and values of Lutheran High School.

LUTHERAN HIGH SCHOOL (Parker, Colorado)

The Colorado Lutheran High School Association, which does business as Lutheran High School, is the consolidation of Denver Lutheran (1955) and Lutheran High School Parker (2000).

We exist to serve the community and create transformational ministry opportunities.

Our core values are:

- *“Highly relational culture”*
- *“Rooted in Scripture – boldly proclaiming Jesus Christ as Lord and Savior”*
- *“Talented teachers”*

We aspire to:

- *Be focused on community service and outreach*
- *Have excellent an excellent performing arts program*
- *Have dominant athletic programs*
- *Partner with other ministries*
- *Have successful development and fundraising practices*

A comprehensive list of the things that Lutheran High School does as an organization can be condensed into three main areas of pursuit: growing the school, maximizing giving, recruiting and developing talented workers.

Enrollment:	12-13: 290	13-14: 330	14-15: 360	15-16: 393	16-17: 475	17-18: 544
	18-19: 595	19-20: 690	20-21: 735	21-22: 815	22-23: 925	23-24: 990
	24-25: 1070					

Student body: 12% Lutheran, 10% unchurched

Total Annual Budget: 7.5 million for school operating, \$400,000 for athletics

Budget Revenue: 82% Tuition/Fees/Outside Scholarships, 13% Development, 2% Association churches, 3% Other

Administrative Structure: The six “direct reports” to the Executive Director constitute the “Admin Team.”

Colorado Lutheran High School Board of Directors					
Executive Director					
Principal	Dean of Academics	Admissions Director	Marketing Director	Donor Advisor	Athletic Director

Governance structure: The Colorado Lutheran High School Association has 12 Association congregations with one pastoral delegate and two lay delegates each whose responsibilities include electing the board executive committee, ratifying board members, and meeting twice a year. The Colorado Lutheran High School Board of Directors operates on a strict policy based governance system (Carver Method) relying solely on its relationship through policy with its Executive Director to govern.

Demographics/Area: Lutheran High School is growing largely due to the considerable housing growth within a five mile radius of its campus. It is estimated that 9,000 homes will be built in the next five years just west of the campus. Enrollment projections are actually held back by the fact that:

1. Two aggressive Christian high schools with outstanding reputations and facilities are within 20 minutes of campus.
2. Charter school options.
3. Very few Lutherans in the Metro Area.
4. Consumer mindset around education in Colorado.

Uniqueness: Lutheran High School in Parker is the only Lutheran High School in the country that has shown significant growth with a Lutheran percentage under 25%, charter school competition, and private school competition. How?

- Great growth location.
- Human resources and programs designed around recruitment – any member of the administrative team when asked “What are you working on?” would answer with “growing the school.”
- Development of brand and niche to counter and embrace the competitive options in the area.
- Enormous focus on being “highly relational” with parents and prospective parents.
- An athletics program that operates and looks like a college athletics program.