



Franklin Road Academy

Job Description

Job Title: Head Girls Lacrosse Coach & Assistant Athletic Director of Communications & Operations
Department: Athletics
Reports To: Athletic Director
FLSA Status: Exempt
Prepared By: Kris Palmerton
Prepared Date: March, 21, 2024



Franklin Road Academy is a coeducational independent school in the heart of Nashville, TN, offering pre-kindergarten through twelfth grade students a challenging educational experience within an inclusive Christian community. The School is presently searching for a Head Girls Lacrosse Coach & Assistant Athletic Director to begin July 1, 2024. This position is full-time with the responsibilities of Head Girls Lacrosse Coach in addition to other teaching, administrative, or professional duties as an Assistant Athletic Director.

The Head Coach will oversee the entire lacrosse program, from middle school to varsity levels. Responsibilities include recruitment of student-athletes, building a staff of coaches for all levels, and raising the visibility of FRA lacrosse by conducting camps, clinics, etc. Next year the Tennessee Secondary Schools Athletic Association (TSSAA) will declare lacrosse an officially sanctioned sport, and FRA will compete throughout the state in the TSSAA.

Head Coach Responsibilities:

- Coordinates the full girl's lacrosse program (Varsity, JV and MS) in accordance with the mission and values of the Franklin Road Academy Athletic Department
- Builds a team culture of competitive excellence and high character
- Involved in selection, leadership, and training of a staff of coaches at the varsity, JV and MS levels
- Directs all phases of a successful girls lacrosse program including in-season, off-season, and summer
- Encourages broad participation from student-athletes on campus
- Assists Athletic Director in establishing program budget and schedule
- Promotes and encourages multi-sport participation by student-athletes

- Promotes players for local, state, and national recognition, and to colleges, as applicable
- Stays current in ongoing coaching education and professional development
- Performs other teaching, administrative, or professional duties as assigned by the Head of School or Athletic Director
- Attends public functions that represent the School and the program as instructed by the Head of School or Athletic Director



As the Assistant Athletic Director of Communications and Operations this person will assist the Athletic Director in co-curricular daily activities, facilitating the efficient and dependable operation of the FRA athletic department. Responsibilities include providing leadership support to the Athletic Director in the areas of game-day experience, social media communications, game-day media relations, productions, and guiding prospective student-athletes and families through the college recruiting process.

Assistant Athletic Director of Communications & Operations Responsibilities:

- Consistently post scores, recaps, pictures and other pertinent information to FRA's Twitter, Facebook, Instagram accounts
- Continually updates FRA website pages, team pages, and main page with current information
- Gather and report information on current and alumni athletes including game recaps (MS, JV and Varsity), news stories, etc. for News and Notes
- Maintain records for all teams (team rosters, season/career records, etc.)
- Coordinate and host all media for home athletic events (radio, TV, visiting school broadcasts, etc.)
- Maintain records for coaching milestones and order plaques when milestones are reached
- Oversee the purchase, design and upkeep of all record boards
- Coordinate fall, winter and spring signing ceremonies - dates, communication with coaches, parents, photographer and athletes, create invitation and posters, etc.
- Develop a newsletter of best practices and tips for head coaches to be published by season
- Research/projects for Athletic Department as needed
- Coordinate MS & US Media/Picture Days
- Coordinate all NFHS/FRA Network events
- Attend professional conferences and Regional meetings
- Assist with game-day administration home and away as needed (3-5 days a week)
- Assist the AD/Assistant AD with all game day field setup for on campus sports.
- Work with the AD/Assistant AD to ensure that fields are set up and painted for all home competitions
- Coordinate welcome information with visiting schools- High School Sports
- Confirm Officials for all High School Athletic Events

Desirable Qualifications:

- A Bachelor's or advanced degree from an accredited college or university
- Successful experience as a girl's lacrosse coach at the high school or collegiate level
- Strong organizational, scheduling and communication skills in dealing with the many constituencies of a successful lacrosse program
- Ability to work effectively and collaboratively as a team leader with individuals and groups
- Is fastidious in day-to-day and long-range program planning, and has the instincts to adjust from practice planning to in-game situations
- Ability to inspire an enthusiastic environment within the lacrosse and FRA School community

Reporting: The Head Girls Lacrosse Coach reports to the Athletic Director and the Head of the Upper School

Salary: Commensurate with experience.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee will experience prolonged periods sitting at a desk and working on a computer.

The employee is occasionally required to sit and stoop, kneel, crouch, or crawl, and be able to traverse various athletic campus grounds and facilities. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Finney Search Group has been engaged to provide candidates to the School. All interested individuals are encouraged to submit their resumes via <https://www.thefinneysearchgroup.com/fra-laxcoach-application> .

