



## ASSISTANT PRINCIPAL / ATHLETIC DIRECTOR

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### Position Summary

The Assistant Principal/Athletic Director assists the building principal in organizing and fostering a positive, safe environment that is conducive to best meeting the needs of all students, staff and parents. This includes such responsibilities as: leading, directing, counseling, and supervising a variety of personnel and programs; creating effective parent, teacher, and child communications; supporting, encouraging, mentoring, and evaluating staff; fostering teamwork between teachers and among staff and parents; and managing budget items. The assistant principal acts in the capacity of the principal during the principal's absence from the school.

The Assistant Principal/Athletic Director is responsible for supervision and oversight of the athletic program of a District 4J high school. Develops, implements, organizes, coordinates, and leads all aspects of the program for the betterment of District students.

### Supervisory Relationship

The principal supervises the assistant principal, who supervises assigned licensed and classified staff and all coaching staff.

### Essential Functions

#### Administrative/organizational:

1. Assists principal with developing and managing the school budget.
2. Prepare a master athletic department budget and effectively implement it. Supervise equipment inventories.
3. Oversee accounting, security and control of gate receipts, student participation fees, and activities accounts.
4. Assists with developing the master schedule.
5. Prepare a master sports calendar that includes conference and non-conference games/events.
6. Coordinate gym and athletic field use for practices, games, and activities year-round.
7. Work with coaching staff and transportation department to schedule transportation for all away contests.
8. Make travel arrangements and overnight accommodations for players or athletic teams (and coaches) competing in postseason competition.
9. Seek and recommend suitable competition for all non-conference events/games.
10. Provide for all officials for 9-12 contests. Confirm official's contracts and all non-conference contest agreements.
11. Secure game workers for athletic contests, chain crews, announcers, clock operators, score keepers, line judges, etc. and submit the list of contracted workers for that contest to the event supervisor prior to the event.
12. Submit athletic expense request sheets for payment of officials and other workers to district office or high school designee.
13. Coordinate the collection of rosters for program information as needed.

14. Disseminate OSAA materials and enforce OSAA rules and regulations, including player eligibility.
15. Collect, file, and notify athletes and coaches regarding student eligibility as it pertains to the OSAA and 4j policies.
16. Coordinate field trip requests for OSAA-approved activities and clubs.
17. Coordinate community athletic facilities use.
18. Coordinate registration of student clubs and activities.

### **Personnel Management:**

1. Assists with hiring and orientation of licensed and classified staff and supports evaluation of assigned licensed and classified staff.
2. Recruits and hires all coaches and athletic support staff.
3. Evaluates assigned personnel, including all athletic program staff and coaches, for the purpose of ensuring that standards are achieved and performance is maximized.
4. Ensures appropriate implementation of all Human Resources policies and procedures.
5. Act as a resource person and coordinator for all coaches. Provide day-to-day supervision to coaches. Recommend personnel actions to principal.
6. Track and monitor all mandatory training requirements of all coaches.
7. Provide training and in-services to coaches. Ensure that coaches are knowledgeable about program values and philosophy through regular (at least once per season) in-services, feedback, and dissemination of the Athletic Handbook and key policies. Conduct coaches' meetings.
8. Track and monitor all coaching certifications as required by OSAA.
9. Complete post-season conferences with head coaches after the conclusion of their sport season.

### **Supervision:**

1. Promotes school safety by implementing safety drills and procedures, collaborating with School Resource Officers and District Safety Officer and following Board Policy.
2. Supervise home athletic contests, and arrange for others to do so. Supervise away games as needed. Acts as host to officials and visiting teams. Oversee employees and volunteers who work the contest.
3. Establish, in collaboration with District Athletic Director, an athletic code; ensure participants know about it; implement it in a fair and consistent manner.

### **Leadership – Overall:**

1. Assists in implementing instructional strategies, school-wide communication and student behavior supports, including supporting the needs of diverse learners, delivery methods, assessment, and staff development for improvement of instruction.
2. Assists with student orientation; counseling; discipline; due process; data gathering; student recognition; and securing student services with outside agencies.
3. Establish and maintain a climate for the school's athletic program that promotes the District's athletics program philosophy and goals. Foster inclusiveness and respect for diverse student athletes.
4. Make recommendations for improvement of the program to the building principal and Director of Secondary Education.
5. Assume responsibility for the interpretation and implementation by coaches of all board policies, school rules and procedures, codes of conduct, applicable laws, safety expectations, and athletic handbook.

6. Provide leadership and a visible presence at athletic events.
7. Assume responsibility for the safety of all facets of the athletic program; coordinate with District Safety Officer and Athletic Trainers as needed.

### **Resolving Problems/Communication:**

1. Resolve problems, issues, and concerns that may arise between coaches and athletic programs. Resolve issues arising with individual athletes.
2. Generally serve as first point of contact for students and their parents to express their concerns about an athletic or activities program or a coach.
3. Ensure district adherence to all OSAA and district policies, administrative rules, procedures, and codes relating to and participation in athletics.
4. Inform principal of activities and issues facing program.
5. Implement plans for regular communication with parents and athletes.

### **Other:**

1. Serves on District-level committees as assigned by supervisor or Superintendent.
2. Serve as liaison to Booster and community organizations.
3. Perform other duties as assigned by supervisor.

### **Required Knowledge, Skills and Abilities**

1. Strong decision-making, analytical and organizational skills.
2. Advanced skill in dealing with students, staff and parents with diverse needs in various situations.
3. Ability to promote and follow Board and Administrative policies, OSAA rules and regulations, student conduct code, and building and department procedures.
4. Excellent interpersonal relations.
5. Ability to effectively present information and respond to questions from parents, administrators, community stakeholders, etc.
6. Able to communicate well, with a wide-range of constituents, in writing and verbally.
7. Ability to establish and maintain effective relationships with students, school personnel, parents, vendors, peers and other stakeholders.
8. Ability to use tact, patience and courtesy when dealing with others.
9. Qualify for a Standard First Aid and CPR certificate.

### **Minimum Qualifications**

#### **Education:**

- Bachelor's degree in Education or related field from an accredited college or university; Master's Degree desirable.
- Possess an Oregon administrator license.

#### **Experience:**

- Minimum of five (5) years successful teaching experience, plus 3 years related administrative experience and/or training or equivalent combination of education and experience. Experience in supervision and administration preferred.
- Knowledgeable of current public school laws.
- Successful experience working with secondary students.

- Previous experience working effectively with culturally and linguistically diverse groups.
- Training and/or experience in group facilitation and process management.

**Work Environment**

The assistant principal’s workday may be long (very long). The workweek may include some weekends. Working environment is usually a moderately quiet but busy office setting, with frequent interruptions. Occasional exposure to considerable noise. Occasional exposure to variety of weather conditions.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	MAPS
<b>Pay Grade</b>	Grade 11
<b>Approved by</b>	Dr. Gustavo Balderas, Superintendent Cydney Vandercar, Asst. Superintendent Admin. Svcs.
<b>Last revised</b>	July 23, 2019