



TO APPLY TO THIS POSITION, PLEASE GO TO THE NORTH CLACKAMAS SCHOOL DISTRICT JOB SITE, APPLICANT TRACKING AND APPLY TO JOB ID# 5296

<https://www.applitrack.com/nclack/onlineapp/>

• ***Athletic Director/Assistant Principal, (1.0 FTE), Perm*** **JobID: 5296**

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• **Position Type:**
Administration/Assistant Principal

• **Date Posted:**
5/10/2019

• **Location:**
Milwaukie High School

• **Date Available:**
07/01/2019

• **Closing Date:**
05/31/2019

High School Athletic Director/Assistant Principal, (1.0) FTE, Full-Time, Permanent, 2019-2020 School Year

The North Clackamas School District is a growing district on Portland's east side. North Clackamas is known for its high quality of living. With approximately 2,000 employees, North Clackamas is nationally recognized for outstanding programs supported by the efficient utilization of resources. The North Clackamas community expects, and school leaders ensure, accountable and transparent investments that place funding as close to the student as possible.

Position Summary:

The Athletic Director will be responsible for planning, scheduling, coordinating, and supervising all athletics events involving the assigned school(s).

Start Date: July 1, 2019

Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Possess or ability to obtain Oregon administrative license.
3. Five (5) years of successful teaching experience.
4. Successful coaching experience in an educational environment with a student-centered education philosophy.
5. High level of knowledge and skill in sport safety to assure prevention and protection of students.
6. Strong understanding of "client-centered" support and the ability to establish effective working relationships at all levels of the organization.
7. Demonstrated success in ability to plan, implement, and monitor policies and procedures in areas of assigned responsibility.
8. Ability to work both independently and cooperatively, exercise independent judgment and creativity, organize work, manage, prioritize and complete multiple complex projects with tight deadlines.
9. Ability to remain calm, deliberate, and tactful in stressful and emotional situations. A reputation of respectful, productive relationships with others, both professionally and personally.
10. Strong oral and written communication skills.
11. Demonstrated skill at conflict resolution.
12. Valid state driver's license.

Desired Qualifications:

1. Successful administrative or athletic director experience.
2. Bilingual ability in language(s) appropriate to the District demographics.

Major Duties and Responsibilities:

Performs the following full range of duties with limited guidance and supervision to include, but not limited to:

1. Scheduling all school athletic events within the restrictions of the school calendar and the length of each sports season and post-season schedule. Coordinating with parent groups and with transportation to assure proper scheduling of buses and supervision of trips. Coordinating with District and school and District staff to assure proper scheduling of athletic venues and to avoid conflicts in scheduling.

- 2 Applying a clear understanding of state rules pertaining to athletics in the performance of athletic director duties. Having a clear understanding of the District athletic philosophy and an understanding of the structure of the sports calendar. Maintaining and updating standard operating procedures for each school sport.
- 3 Attending athletic conference meetings and providing appropriate conference information and rules implementations as determined by OSAA and athletic conference.
- 4 Creating school athletic schedules in a timely fashion for distribution to administrators and secretaries well before the start of the sports season. Creating a school activity calendar prior to the end of each school year for use in the preceding school year.
- 5 Attending all school coaches' meetings to distribute and explain schedules for each sports season and to distribute the SOP's for the sports held in the upcoming season. Communicating with all school assistant principals, activity coordinators and ASB staff on a regular basis throughout the school year to assure schedules and plans are updated, communicated, and understood. Communicating and coordinating with internal and external staff and stakeholders.
- 6 Providing outstanding customer service in communication with public, in person and via phone and email. Supporting coaches in creating a positive climate for students, players and community.
- 7 Creating and maintaining positive, collaborative relationships with District maintenance, grounds and transportation departments.
- 8 Scheduling referee and game officials. Maintaining positive, collaborative, and professional relationships with each officials' association which serves the school athletic program.
- 9 Maintaining positive contacts with neighboring school district athletic administrators for collaboration on filling schedule needs.
- 10 Managing special projects and performs other duties as assigned.
- 11 Supervising and evaluating coaches. May supervise and evaluate other school staff.
- 12 Developing and administering the athletic program budget ensuring that expenditures are within the approved funding level and that all expenditures are properly documented and processed. Planning for and processing necessary documentation for the purchase of athletic equipment and supplies.
- 13 Ensuring all coaches have met all relevant OSAA, employment and other requirements prior to beginning coaching responsibilities.

Performs other duties as assigned.

Terms of Employment:

- Approximate Annual Compensation Range (2018-2019): \$100,461- \$116,296 (this includes the additional 6% employee contribution to PERS the employer pays). Excellent benefits including medical, dental, eye insurance coverage, cell and mileage stipends, life insurance. If North Clackamas Medical Plan V chosen, \$1500 - \$3000 HRA VEBA funded every January 1. Salary schedule for 2019-2020 to be determined.
- Salary compensation reflects full-time and 230 contract days.
- Professional development funds available.
- Other paid leave benefits.

Equal Opportunity Employer/Drug Free Workplace.

North Clackamas School District policy provides veterans and disabled veterans with preferences as required by law.

The North Clackamas School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, disability, or age in its programs and activities, and provides equal access to designated youth groups such as the Boy Scouts. The following position has been designated to handle inquiries regarding discrimination: Title IX Coordinator, 12400 SE Freeman Way, Milwaukie, OR 97222, 503.353.6128.