

# GLADSTONE SD 115

## Athletic Director/Dean of Students (358)

### JOB POSTING

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#### Job Details

*Title*

**Athletic Director/Dean of Students**

*Posting ID*

**358**

*Description*

Work Year: Regular Academic Year (191 Contract Days;1.00 FTE)

Supervised by: Principal

Supervision Responsible For: Manages the work of coaches.

Classification: Licensed

Application Deadline: Open Until Filled

Start Date: August 2019

Gladstone School District has a full time Athletic Director/Dean of Students [open](#) at Gladstone High School for the 2019-20 school year.

Gladstone School District offers a comprehensive benefit package including district paid 6% employee PERS contribution (PERS Pick-Up). Placement is per contract - <http://gladstone.k12.or.us/district-departments/human-resources-dept/>

#### **General Description of the position:**

The Athletic Director/Dean of Students is responsible for monitoring and supervising students, student programs and activities, and safety and welfare of both students and staff at the high school as well as promoting, organizing and directing a program of interscholastic athletics. Duties may occur before, during, and after the normal school day. Assistance coordination of student activities and sports may include planning and organization of extra-curricular activities as well as supervision of staff assigned to support such activities.

#### **Minimum Qualifications:**

1. A valid Oregon secondary teaching license.
2. High School teaching experience. Effective skills in working with all students.
3. Successful head coaching experience.
4. Proven leadership and decision making skills.
5. Ability to maintain a professional demeanor in all situations.
6. Interest in implementing effective strategies to work with students who are struggling.

#### **Essential Functions:**

1. Plan, coordinate and supervise all phases of a successful well-orchestrated athletic program.
2. Understand and implement all district policies and expectations as related to an athletic program. Be knowledgeable of State and Federal law impacting athletics, particularly Title IX.
3. Provide accountability for the entire coaching staff to be responsible for implementing the highest standards and maintaining all expectations as outlined in the Athletic/Activities Handbook.
4. Manage all communication with coaching staff and hold coaches meetings each season.
5. Represent the District on all OSAA matters and other regional or state organizations.
6. With administrator input, hire, supervise and evaluate the coaching staff.
7. Oversee and manage the athletic budget.
8. Oversee all aspects of athletic events- arrange supervision, tickets, officials, etc.
9. Communicate with media as needed.

- 10. Coordinate regular recognition of student athletics, teams and programs.
- 11. Effectively manage student athletes not meeting standards for eligibility regarding, grades, attendance and/or behavior.
- 12. Effectively communicate with students, parents, teachers, and administrators.
- 13. Work closely with administration on the development of the Athletic/Activities Student Handbook, policies and procedures.
- 14. Provide daily supervision of students.
- 15. Assist with staff meetings and professional development.
- 16. Seek best practices and implement new ideas to engage and encourage student participation.
- 17. In coordination with the Assistant Principal, work with students referred for behavior and/or attendance concerns. Implement effective systems to assist students who are struggling.
- 18. Other duties as assigned.

*Shift Type*  
*Salary Range*  
*Location*

**Full-Time**  
**Per Year**  
**Gladstone High School**

**Applications Accepted**

*Start Date*                    **06/03/2019**

**Job Contact**

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