**Pleasant Hill School District**

**Job Description**

**Job Title:** Athletic Director/ Assistant Principal – High School

**Reports To:** Building Principal

**FLSA Status:** Exempt

**JOB SUMMARY**

This position is responsible for providing direction and coordination of all athletic events and physical education programs for the District. In conjunction with the Principal, promotes the success of all staff and students at the high school by facilitating the development, articulation and implementation of a vision of teaching and learning that supports the District’s mission and vision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Assumes responsibility for the scheduling of all interscholastic athletic events.
3. Supervises and directs the coaching staff to ensure that proper practice schedules are maintained and that OSAA rules are adhered to.
4. Arranges for officials and medical personnel, and assumes general responsibility for the proper supervision of home games.
5. Supervises the coaches in the cleaning, storage, and maintenance of all athletic equipment and uniforms, including the maintenance of updated inventories.
6. Observes physical education classes and evaluates the athletic programs.
7. Assists in the recruiting, screening, training, hiring, and assigning of school staff.
8. Observes, monitors, and evaluates school staff performance as outlined in District policy.
9. Arranges transportation for athletic participants.
10. Develops and implements appropriate rules and regulations governing the conduct of athletic activities, participants, and observers.
11. Ensures strict adherence to medical and safety requirements.
12. Implements District disciplinary policy and procedures related to student behavior and achievement.
13. Assumes responsibility for a safe and orderly school environment.
14. Assists in the hiring process of all coaching positions and evaluates coaches by providing input to the principal(s).
15. Maintains necessary records and completes required paperwork in a specified time and manner.
16. Ensures that proper form(s) (insurance, attendance, medical) are obtained and current for all students.
17. Prepares and administers the athletic department budget and approves/monitors expenditures.
18. Ensures that all student athletes are eligible, insured, and have paid fees.
19. Participates effectively at regular team meetings with teachers and other support staff using appropriate social skills, problem solving and conflict resolution strategies.
20. Coordinates all athletics related services including rosters and coordinating with coaches.
21. Serves as District liaison between division, local, and state athletic authorities.
22. Facilitates meetings with coaches and staff, as necessary.
23. Maintains a safe environment for students at all times.
24. Appropriately maintains and secures confidential records and inquiries.
25. Professionally represents the school and the District in interactions with parents, community, staff, and students.
26. Maintains appropriate certifications and training hours as required.
27. Attends work regularly and is punctual.

**MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Assists as back-up coach, as necessary.
4. Attends educational support meetings, including Individualized Education Plan (IEP) meetings and school Board meetings.
5. Regularly inspects facilities and athletic fields for health and safety concerns.
6. Chaperones/supervises athletic events and campus, as needed.
7. Reports issues to authorities as necessary animal control, suspicious activities, etc.

**SUPERVISORY RESPONSIBILITIES**

Supervises, evaluates and directs the work of coaching staff and athletic personnel according to District policy. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment. Assists the Principal in supervising, evaluating, and directing the work of classified, licensed, and confidential employees assigned to the school according to District policy.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Bachelor's degree (B.A.) from four-year college or university; or at least one year related experience or training; or equivalent combination of education and experience. Master’s degree (M.A.) or equivalent strongly preferred. Prior successful experience working in school administration and/or athletic coaching position strongly preferred.
* Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others’ ideas, and contributing to building a positive team spirit. Demonstrated ability to successfully work with and lead or motivate students, parents, and staff.
* Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, other school staff, vendors, and members of the community. Ability to verbally respond to common inquiries from students, parents, coaches and staff. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals, and governmental regulations. Ability to write routine reports and correspondence.
* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
* Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.
* General knowledge of computer usage and ability to use e-mail, internet software, word processing software, and other software as determined by the District. Ability to type accurately and proficiently.
* Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical, and cognitive development of students. Strong background in the rules and regulations of athletic sports. Possesses knowledge of effective behavior management methods. Ability to delegate responsibilities and meet timelines. This work requires working non-standard hours to attend games.
* Certificates as determined by the District. Must have a valid administrator’s license through the Teachers Standards and Practices Commission (TSPC). Ability to obtain a valid CPR/First Aid card, Oregon Driver License, coaching certification through the National Federation of High Schools, Steroids and Concussion classes, bloodborne pathogen training and blood spill training.

**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 is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds and occasionally up to 100 pounds or more. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral 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 work environment combines a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard outdoor athletic fields, gymnasium, and athletic event setting. The noise level in the work environment is usually moderate to high depending upon student population and activities. The employee is regularly exposed to wet or humid outdoor weather conditions and hot and/or humid gymnasium environment(s). The employee may be exposed to bodily fluids and/or bloodborne pathogens.

**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA Prepared Date: January 2022