

Pleasant Hill School District



ADMINISTRATOR POSITION OPENING

Posting #2526-010

May 20, 2025

POSITION: **High School Assistant Principal / Athletic Director**

LOCATION: Pleasant Hill High School

CLOSING DATE: Open until filled. Submit your application materials by 4:00pm on Friday, May 30, 2025 in order to be considered during the initial application review process.

START DATE: August 1, 2025

**SALARY AND
BENEFITS:**

\$85,463 to \$106,502 (based on the 2025 – 26 salary schedule) depending on education/experience plus a generous benefit plan including medical, dental and vision insurance, a cell phone stipend, 6% district-paid PERS benefit and a \$6,800 stipend for administering athletics and activities. This position works 222 days per fiscal year (July 1 through June 30).

**ABOUT THE
DISTRICT AND
COMMUNITY:**

Pleasant Hill School District serves approximately 975 students in grades K-12 and believes in maintaining the characteristics and qualities associated with a small rural community. Pleasant Hill is located in Lane County that has maintained an undiscovered charm despite being only a short 15-minute drive to the University of Oregon, numerous shopping and dining experiences, and local hospital services. Pleasant Hill's close proximity to both the coast and mountains provides its residents with some of Oregon's greatest hunting, fishing, and outdoor recreation opportunities. The Eugene airport is a close drive away and is the second largest airport in Oregon generating over 800,000 trips annually with services to destinations like Las Vegas, Los Angeles, Phoenix, Salt Lake City, San Francisco, and Seattle.

**ABOUT THE
POSITION:**

Pleasant Hill School District seeks outstanding candidates for the position of High School Assistant Principal / Athletic Director. Candidates must hold a current Oregon administrative license or have the ability to obtain one, and have demonstrated successful leadership abilities.

The High School Assistant School Principal 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 student 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 programs at the high school. The will develop, implement, organize, coordinate, and lead all aspects of the program.

Achieving academic excellence and building capacity requires the High School Assistant Principal to work collaboratively to support all school staff and communicate effectively with parents, community stakeholders, and colleagues in other schools. Inherent in the position are the responsibilities for planning, understanding curriculum & instructional leadership, program evaluation, extracurricular activities, personnel management, financial management, emergency procedures, resource scheduling, and facilities operations.

Essential Beliefs, 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.

- A belief that every student can learn;
- A commitment to promote the interests of the student(s) first;
- A commitment to foster a safe, healthy and engaging environment.
- A commitment to improving the academic and behavioral outcomes for historically underserved student populations.

Responsibilities include but are not limited to:

- Assists principal with developing and managing the school budget.
- Support strategic initiatives and school / district improvement plans to create a positive and inclusive school culture.
- Ensure academic success and emotional well-being of all students.
- Assists with developing the master schedule.
- Support all facets of educational programs, curriculum development, and program evaluation.
- Understands and assists in monitoring curriculum plans for all subjects.
- Prepare a master athletic department budget and effectively implement it.
- Supports daily operation of the building.
- Appropriately counsels and disciplines students in compliance with district policy.
- Supervise equipment inventories, including care, upkeep and storage.
- Oversee accounting, security and control of gate receipts, student participation fees, and activities accounts.
- Prepare a master sports calendar that includes conference and non-conference games/events.
- Coordinate gym and athletic field use for practices, games and activities year-round.
- Work with coaching staff and transportation department to schedule transportation for all away contests.
- Make travel arrangements and overnight accommodations for players or athletic teams (and coaches) competing in postseason competition.
- Seek and recommend suitable competition for all non-conference events/games.
- Provide all officials for 9-12 contests. Confirm official's contracts and all non-conference contest agreements.
- 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.
- Submit athletic expense request sheets for payment of officials and other workers to district office or high school designee.
- Coordinate the collection of rosters for program information as needed.
- Disseminate OSAA materials and enforce OSAA rules and regulations, including player eligibility.

- Collect, file and notify athletes and coaches regarding student eligibility as it pertains to the OSAA and Pleasant Hill SD policies.
- Facilitate seasonal parent and coach meetings, conduct end-of-season feedback surveys, and lead program reflection and planning cycles.
- Act as liaison to the schools Boosters Club and represent the school in AD league and conference meetings. Support the Principal and leadership team in designated areas aligned to role capacity and seasonal demands. Work with district-level staff to identify needs and allocate resources for support.
- Establish procedures for conflict resolution involving a variety of potential audiences.
- Coordinate field trip requests for OSAA-approved activities and clubs.
- Coordinate community athletic facilities use.
- Coordinate registration of student clubs and activities.
- Assists in organizing staff meetings. Attends staff meetings and various building-based teams.
- Serves as an instructional leader at both the building level.
- Writes and presents reports to school board meetings as requested.
- Manages all safety protocols and procedures.
- Interviews coaching job applicants and makes recommendations to the Principal.
- Plans and implements appropriate professional development aligned to the District's vision and goals.
- Assists with the coordination of curriculum use and adoption.
- Assists in analyzing data and creates appropriate reports and action plans.
- Meets regularly with administrative staff, students, parents and building staff.
- Communicates effectively and regularly with district leadership, cooperating agencies and services, parents and students.
- Effectively and proactively manages conflict within the school building.
- Works collaboratively with parent and community stakeholder groups.
- Assists with scheduling and organizes student activities and state testing.
- Completes special projects as assigned.
- Hires, evaluates and coaches building staff as outlined by Human Resources.
- Follows and maintains knowledge of all District policies and procedures.
- Interacts thoughtfully and courteously with students, staff and parents, and resolves conflict in a professional manner.
- Maintains appropriate certifications and training hours as required.
- Complies with applicable District, state, local and federal laws, rules and regulations.
- Attends work regularly and is punctual.
- Performs other duties as assigned consistent with the goals and objectives of the position.

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.

- Attends educational support meetings, including Individualized Education Plan (IEP) meetings, school board meetings and occasional district events.
- Monitors hallways and cafeteria. Inspects facilities and campus for health and safety concerns.
- May be called upon to perform office duties and substitute teach as necessary.
- Assists teachers in developing and maintaining appropriate and effective teaching methods.
- Assists sick or injured students according to District policy.
- Supervises students in all settings.

Supervisory Responsibilities

Directs work of school-based classified and licensed employees. Evaluates classified and licensed employees according to District/state policy. Resolves grievances and other employee relations issues, including discipline, by working closely with human resources; disciplines employees appropriately. Supervises parent groups, volunteers, and students and assists in maintaining a safe environment.

Minimum 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, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experiences

- Bachelor's degree; AND
- Valid state of Oregon Administrative or Principal License from Oregon Teachers Standards and Practices Commission (TSPC) or the ability to obtain one; AND
- At least five (5) years successful teaching experience, preferably at the high school level.

Desired Qualifications

- Spanish/Bilingual preferred
- Experience in supervision and administration of school programs including athletics

Interpersonal Skills

Works well with others, focuses on solving conflict, maintains confidentiality, listens to others without interrupting; keeps emotions under control, remains open to other's ideas and contributes to building a positive team spirit. Demonstrated ability to lead and motivate staff.

Language Skills

Ability to respond effectively, both verbally and in writing in English, to the most sensitive inquiries or complaints from students, parents, regulatory agencies or members of community. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to the district leadership and school board members. Ability to read, analyze and interpret the most complex written documents. Ability to write speeches and articles for publication which conform to prescribed style and format.

Computer Skills

General knowledge of computer usage and ability to use the following software: database, email, internet, teaching, and word processing.

Other Skills and Abilities

Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of young children. Possess knowledge of effective behavior management methods. Ability to delegate responsibilities and meet timelines.

Diversity and Equity Qualifications

Demonstrated understanding of and responsiveness to the diverse academic, socioeconomic, cultural, and linguistic, disability, gender identify, sexual orientation, and ethnic backgrounds that characterize a K-12 school community in a manner specific to the position.

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, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

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 noise level in the work environment is usually low to moderate, but occasionally high depending on student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employees may be exposed to blood borne pathogens.

OTHER NOTES:

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 of 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.

HOW TO APPLY:

To be considered for this position the application packet must include the following:
(Incomplete applications may not be considered)

- Cover letter
- Current resume
- Oregon Teacher Application Form (available on our website at www.pleasanthill.k12.or.us). A complete TalentEd Recruit and Hire Application is acceptable
- Complete set of college/university transcripts *(unofficial or official-official required upon hire)*
- At least three (3) current letters of recommendation from persons qualified to comment on your skills, abilities and/or preparation for the position.
- Proof of license

Send completed application materials to: Pleasant Hill School District No. 1
Attention: Posting #2526-010
36386 Highway 58
Pleasant Hill, OR 97455

-OR-

Email to: hiring@pleasanthill.k12.or.us

An Affirmative Action / Equal Opportunity Employer

Pleasant Hill School District does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender or sexual orientation in admission or access to the treatment of employment in its programs and

activities as required by state and federal law. If you have any complaints, please contact our central office at 541-746-9646.

It is our policy to provide qualifying veterans and disabled veterans with preference in employment in accordance with applicable law. Applicants wishing to claim veterans' preference must provide the following military documents verifying their eligibility:

Veterans: A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **OR** a letter from the U.S. Department of Veterans Affairs indicating the applicant receives a non-service connected pension.

Disabled Veterans: A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **AND** a copy of the applicant's veteran's disability preference letter from the U.S. Department of Veterans Affairs (unless the information is included on the DD Form 214 or 215).

For veterans' preference to apply, the required military documents must be submitted at the time of application submission.