

Pleasant Hill School District



ADMINISTRATOR POSITION OPENING

Posting #2627-002

March 2, 2026

- POSITION:** High School Assistant Principal / Athletic Director
- LOCATION:** Pleasant Hill High School
- CLOSING DATE:** Open until filled. Submit application materials by 4:00 PM on Monday, March 16, 2026 to be considered during the initial review process.
- START DATE:** August 1, 2026
- SALARY AND BENEFITS:** \$85,463 to \$106,502 (based on the 2025–26 salary schedule), depending on education and 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 is committed to preserving the strengths of a small, rural community while delivering high-quality educational experiences. Pleasant Hill is located in Lane County, just 15 minutes from the University of Oregon, extensive shopping and dining opportunities, and major medical services. Residents enjoy close proximity to Oregon’s coast and mountains, providing access to some of the state’s best hunting, fishing, and outdoor recreation. The Eugene Airport—Oregon’s second largest—offers convenient travel to destinations including Las Vegas, Los Angeles, Phoenix, Salt Lake City, San Francisco, and Seattle.

ABOUT THE POSITION:

Pleasant Hill School District seeks an outstanding, student-centered leader to serve as High School Assistant Principal / Athletic Director.

The successful candidate will demonstrate:

- Strong, visible building leadership
- Expertise in student discipline and relationship-centered school climate
- Strategic oversight of athletic programs and facilities within limited district resources
- A deep commitment to equitable practices and improved outcomes for all students

The Assistant Principal serves as a key member of the building leadership team and acts in the capacity of the Principal in the Principal’s absence.

CORE LEADERSHIP PRIORITIES:

Strong Building Leadership

- Lead daily building operations with clarity, consistency, and visibility.
- Support implementation of district and school improvement plans.
- Supervise, coach, mentor, and evaluate classified and licensed staff.
- Analyze academic and behavioral data to drive improvement.
- Assist in developing and managing school and athletic budgets responsibly.
- Support master scheduling and program coordination.
- Communicate clearly and proactively with students, families, staff, and community stakeholders.
- Present reports to district leadership and the school board as requested.

The successful candidate demonstrates professionalism, decisiveness, and the ability to lead in a dynamic high school environment.

Student Discipline, School Climate, & Relationship-Based Leadership

- Lead student discipline systems aligned with district policy.
- Implement restorative, relationship-centered practices that emphasize accountability and growth.
- Ensure equitable and consistent application of behavioral expectations.
- Foster a safe, inclusive, and engaging school culture.
- Establish clear conflict resolution procedures for students, staff, and families.
- Monitor supervision systems across campus to ensure safety and connection.
- Partner with counselors, special education staff, and support teams to improve student outcomes.

Strong relationships are foundational to improving both academic and behavioral success.

Athletic Program Vision & Facilities Oversight:

The Assistant Principal / Athletic Director oversees the comprehensive development, coordination, and evaluation of the high school athletic program in a small district and limited resources.

Program Leadership:

- Develop, implement, and evaluate all aspects of the 9–12 athletic program.
- Supervise and evaluate coaching staff.
- Ensure compliance with OSAA regulations and district policies.
- Monitor student eligibility and communicate proactively with coaches and families.
- Facilitate seasonal parent and coach meetings and lead program reflection cycles.

Operational Management:

- Develop and manage the athletic department budget.
- Oversee equipment inventory, care, and storage.
- Coordinate gym and field scheduling year-round.
- Manage officials, contracts, transportation, postseason logistics, and game operations.
- Oversee accounting and security of gate receipts and activity accounts.

Community & Resource Development:

- Serve as liaison to the Boosters Club and represent the school at league and conference meetings.
- Cultivate partnerships with community organizations and sponsors.
- Identify creative solutions to improve facilities and programming within limited district resources.
- Promote a student-centered athletic culture aligned with district values.

Commitment to Equitable Practices:

The Assistant Principal / Athletic Director will:

- Demonstrate culturally responsive leadership.
- Analyze data to identify and address disparities in academic and behavioral outcomes.

- Ensure discipline systems are applied equitably.
- Promote inclusive participation in athletics and extracurricular programs.
- Support staff in implementing equitable instructional and behavioral practices.
- Foster belonging for students from diverse academic, socioeconomic, cultural, linguistic, disability, gender identity, and ethnic backgrounds.

ESSENTIAL BELIEFS:

- Every student can learn and succeed.
- Students' interests guide decision-making.
- Safe, engaging schools are built on strong relationships and consistent systems.
- Continuous improvement requires reflection, collaboration, and data-informed action.
- Athletics are an extension of the classroom and a vehicle for character development.

SUPERVISORY RESPONSIBILITIES:

- Supervise and evaluate classified and licensed employees.
- Recommend hiring of coaching staff.
- Resolve employee relations issues in collaboration with Human Resources.
- Supervise volunteers, parent groups, and students to ensure a safe environment.

MINIMUM QUALIFICATIONS:

- Bachelor's degree.
- Valid Oregon Administrative or Principal License (TSPC) or ability to obtain one.
- Minimum of three (3) years successful teaching experience, preferably at the high school level.

PREFERRED QUALIFICATIONS

- Experience in building-level leadership.
- Demonstrated experience managing student discipline systems.
- Experience overseeing athletic programs.
- Budget management experience.
- Demonstrated success improving school climate and student engagement.

SKILLS AND COMPETENCIES

Interpersonal Skills:

- Strong relationship builder
- Effective conflict resolution
- Composed, professional, and solution-oriented
- Ability to motivate and lead teams

Communication Skills

- Respond effectively to sensitive inquiries
- Present clearly to community and district leadership
- Strong written communication skills

Organizational Skills

- Ability to manage multiple priorities
- Strategic resource allocation
- Knowledge of effective behavior management practices
- Ability to delegate responsibilities and meet timelines

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment characteristics for this position are consistent with those of a building-level administrator and athletic director in a comprehensive high school setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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 & Hire application is also acceptable.
- Complete set of college/university transcripts (unofficial or official; official transcripts 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 #2627-002
36386 Highway 58
Pleasant Hill, OR 97455

— OR —

Email to: [hiring@pleasanthill.k12.or.us](mailto: hiring@pleasanthill.k12.or.us)

EQUAL OPPORTUNITY EMPLOYER:

Pleasant Hill School District is an Affirmative Action / Equal Opportunity Employer. The District does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation in admission, access, treatment, or employment in its programs and activities as required by state and federal law.

If you have any complaints, please contact the District Office at 541-746-9646.

VETERANS' PREFERENCE

It is the District's 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 required military documentation at the time of application submission.

Veterans must submit:

A copy of the Certificate of Release or Discharge from Active Duty (federal DD Form 214 or 215) showing character of service upon discharge OR A letter from the U.S. Department of Veterans Affairs indicating receipt of a non-service connected pension

Disabled Veterans must submit:

A copy of the Certificate of Release or Discharge from Active Duty (federal DD Form 214 or 215) showing character of service upon discharge AND A copy of the veteran's disability preference letter from the U.S. Department of Veterans Affairs (unless included on the DD Form 214 or 215)

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