# SILVER FALLS SCHOOL DISTRICT

**Job Description**

**Job Title: ATHLETIC DIRECTOR/ASSISTANT PRINCIPAL** (High School)

**Reports To:** Principal

**Evaluated By:** Principal

**JOB GOAL:** To provide for overall leadership and coordination of the high school athletic program; facilitate programs at all levels that develop each student's physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of athletics and the principles of fair play. Further to plan, direct, administer, and evaluate, under the direction of the Principal, those functions necessary for the successful operation of the high school and to supervise various teachers, including completion of observations and evaluations.

**ESSENTIAL REQUIREMENTS:** To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Masters Degree and appropriate Administrative License
2. Experience in various aspects of school leadership and other qualifications the Board may find appropriate and acceptable
3. Ability to assist in establishing and maintaining an effective learning climate in the school
4. Ability to organize and administer the overall program of extracurricular and interscholastic athletics for the high school
5. Ability to administer and interpret all interscholastic policies, rules, and procedures, working within the confines of the Rules and Bylaws of the Oregon School Activities Association, League and District policies and procedures
6. Ability to assist in the supervision of all school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the school's instructional and athletic programs
7. Ability to plan and administer all student activities to meet the educational needs of the students
8. Ability to supervise student conduct and behavior within the school building, on school grounds and at school sponsored activities in compliance with school and district policy, league and state rules and regulations
9. Ability to assist in developing school plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures
10. Ability to prepare and administer the athletic program budget, including inventory, equipment distribution, security and maintenance
11. Ability to serve as liaison between the school and community, interpreting activities and policies of the school and encouraging and developing community involvement with the school
12. Ability to provide direction to others and to make independent judgments
13. Ability to work harmoniously with others to communicate effectively (both orally and in writing) with students, parents, teachers and community
14. Ability to maintain confidentiality
15. Ability to communicate with individuals of varied cultural and educational backgrounds
16. Ability to keep and maintain accurate records and to meet deadlines
17. Perform physical requirements which may include:
    1. Moderate to extensive degree of physical and emotional stamina
    2. Frequent and prolonged standing, walking and sitting
    3. Ability to restrain students, respond and break up student fights, apprehend trespassers or student offenders
    4. Frequent and prolonged talking/hearing conversations
    5. Possess near/far visual acuity/depth perception
    6. Possible exposure to bodily fluids due to student injury and illnesses
18. Such alternative to the above requirements as the school board or administration may deem appropriate and acceptable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may also be assigned.

1. Assist in the supervision of the licensed, classified and off campus athletic personnel, as well as the recruiting, screening, hiring, training, assigning, and evaluation of staff.
2. Make recommendations regarding employment, continuation of employment, and termination of staff.
3. Supervise and control student conduct in school buildings, on school grounds, off campus during the school day, and at extra curricular activities to promote and maintain an atmosphere conducive to learning, participation, and sportsmanship.
4. Provide leadership for organizing and scheduling of all interscholastic and intramural events; including hiring of officials, staff supervisors and security as required by league and district policy and procedures
5. Discipline students for violations of school, district, and state policies, rules, and regulations. Refer students with unusual problems for special counseling services and assistance within the school, community, regulatory agencies, and medical profession as appropriate.
6. Counsel students and parents with respect to attendance, behavior, attitudes, probation, and/or suspension procedures when necessary to reduce or eliminate unacceptable behaviors.
7. Arrange transportation for athletic participants in accordance with district policy
8. Arrange details of all visiting teams’ needs: (i.e., locker room facilities, gymnasium services, field assistance, and etc.)
9. Monitor the academic and physical requirements of eligibility for participation in each sport, and verify each participant's eligibility
10. Supervise all ticket sales and fundraising events connected with the athletic programs, and assume responsibility for the proper handling and accounting of monies involved
11. Maintain permanent records for each sport, verification of medical examinations, insurance coverage, parent consent forms, payments, etc., for each participant
12. Administer the insurance program covering school athletic participants and assume responsibility for all processing of reports, claims, and injury services.
13. Serve as safety officer for the school.
14. Observe, correct, and/or report any concerns that deal with safety in relation to facilities, practices, and events.
15. Administer procedures and exercises relating to fire drills.
16. Coordinate policies and implementation of policies governing student and staff parking.
17. Assist in the control of school guests and visitors.
18. Coordinate and oversee the school’s activity calendar.
19. Foster positive school-community based relations by establishing and maintaining working relationships with all community based athletic programs, clubs and boosters.
20. Serve as the liaison for non-school use of playing fields and facilities, in coordination with the school administration
21. Consult with the school administration regarding athletic schedule changes, early dismissal of teams, student eligibility as needed
22. Assume responsibility for announcements, publications, distribution of team rosters, and public relations within the school and in the community
23. Plan, organize and supervise all athletic awards programs with the head coaches.
24. Coordinate with the Supervisor of Maintenance (or designee), the repair and maintenance of all

*(Athletic Director - cont.)*

athletic fields and facilities

1. Receive quotes for supplies, uniform and equipment, assess such requests and prepare requisitions for purchase
2. Maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information
3. Represent the athletic department at curriculum and guidance meetings.
4. Represent the district in all matters related to athletics at league, conference, and state meetings.
5. Participate in administrative meetings, negotiations, and other such meetings as required and appropriate.
6. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be Appropriate to the Board or administration.

**CERTIFICATES, LICENSES, REGISTRATIONS**

1. Appropriate Administrative License
2. Possess a valid First Aid card
3. Possess a valid Oregon Driver's License
4. Bloodborne Pathogens Training/Hepatitis B Shots Series 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 and hear. The employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is required to frequently walk (occasionally on an uneven surface), occasionally sit and reach with hands and arms (frequently reaching above the shoulder), stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of the position, the employee works with standard office and or instructional equipment with moving mechanical parts. The employee frequently is required to use hands for fine and repetitive manipulation and required to sit for long periods of time. There is a moderate degree of physical stamina required with occasional lifting up to 50 pounds.

If you have additional questions or concerns regarding the physical demands of this position, please contact the interviewing administrator or the Human Resources Department.

**TERMS OF EMPLOYMENT:** Days and hours to be arranged, with salary according to current schedule.

**EVALUATION:** Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the School Board's policy on evaluation of licensed personnel.

*I have read and understand the responsibilities and qualifications of this job description.*

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*Signature*

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*printed name*

*(July, 2018)*