

Creswell SD 40
Asst. High School Principal/Athletic Director - Creswell High School for the
2025-26 School Year (737)

JOB POSTING

Job Details

Posting ID

737

Title

Asst. High School Principal/Athletic Director - Creswell High School for the 2025-26 School Year

Description

Creswell School District is seeking an Assistant High School Principal/Athletic Director to join the outstanding staff at Creswell High School for the 2025-26 school year.

Position open until filled. Applicant screening begins May 12, 2025.

Position Description:

General Description:

The Assistant Principal/Athletic Director 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 child 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 program at the high school. They will develop, implement, organize, coordinate, and lead all aspects of the program for the betterment of District students.

Supervisory Relationship:

The principal supervises the assistant principal, who supervises assigned licensed and classified staff and all coaching staff.

Essential Functions:

Administrative/organizational:

- Assists principal with developing and managing the school budget.
- Support strategic initiatives 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.
- Prepare a master athletic department budget and effectively implement it. Supervise equipment inventories.
- 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 Creswell 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.

Personnel Management:

- Assists with hiring and orientation of licensed and classified staff and supports evaluation of assigned licensed and classified staff.
- Recruits and hires all coaches and athletic support staff.
- Evaluates assigned personnel, including all athletic program staff and coaches. For the purpose of ensuring that standards are achieved and performance is maximized.
- Ensures appropriate implementation of all Human Resources policies and procedures.
- Act as a resource person and coordinator for all coaches. Provide day-to-day supervision to coaches. Recommend personnel actions to principal.
- Track and monitor all mandatory training requirements of all coaches.
- Provide training and in-services to coaches. Ensure that coaches are knowledgeable about program values and philosophy through regular (at least once per season) in-services, feedback, and dissemination of the Athletic Handbook and key policies. Conduct coaches' meetings.
- Track and monitor all coaching certifications as required by OSAA.
- Complete post-season conference with head coaches after the conclusion of their sport season.

Supervision:

- Promotes school safety by implementing safety drills and procedures, and District Safety Officer and following Board Policy.
- Supervise home athletic contests, and arrange for others to do so. Supervise away games as needed. Acts as host to officials and visiting teams. Oversee employees and volunteers who work the contest. Plan security and supervision for home athletic events and high school activities.
- Establish an athletic code; ensure participants know about it; implement it in a fair and consistent manner.

Leadership - Overall:

- Assists in implementing instructional strategies, school-wide communication and student behavior supports, including supporting the needs of diverse learners, delivery methods, assessment, and staff development for improvement of instruction.
- Assists with student orientation; counseling; discipline; due process; data gathering' student recognition; and securing student services with outside agencies.
- Establish and maintain a climate for the school's athletic program that promotes the District's athletics program philosophy and goals. Foster inclusiveness and respect for diverse student athletes.
- Make recommendations for improvement of the program to the building principal and Superintendent.
- Assume responsibility for the interpretation and implementation by coaches of all board policies, school rules and procedures, codes of conduct, applicable laws, safety expectations, and athletic handbook.
- Provide leadership and a visible presence at athletic events.
- Assume responsibility for the safety of all facets of the athletic program; coordinate with District Safety Officer and Athletic Trainer as needed.

Resolving Problems/Communication:

- Resolve problems, issues and concerns that may arise between coaches and athletic program. Resolve issues arising with individual athletes.
- Generally serve as first point of contact for students and their parents to express their concerns about an athletic or activities program or a coach.
- Ensure district adherence to all OSAA and district policies, administrative rules, procedures, and codes relating to and participation in athletics.
- Inform principal of activities and issues facing program.
- Implement plans for regular communication with parents and athletes.

Other:

- Serves on District-level committees as assigned by supervisor or Superintendent.
- Serve as liaison to Booster and community organizations.
- Perform other duties as assigned by supervisor.

Required Knowledge, Skills and Abilities:

- Strong decision-making, analytical and organization skills.
- Advanced skill in dealing with students, staff and parents with diverse needs in various situations.
- Ability to promote and follow Board and Administrative policies, OSAA rules and regulations, student conduct code, and building and department procedures.
- Excellent interpersonal relations.
- Ability to effectively present information and respond to questions from parents, administrators, community stakeholders, etc.
- Able to communicate well, with a wide-range of constituents, in writing and verbally.
- Ability to establish and maintain effective relationships with students, school personnel, parents, vendors, peers and other stakeholders.
- Ability to use tact, patience and courtesy when dealing with others.
- Strategies to increase equitable access and participation in athletics programs.
- Educational best practices, research supporting inclusive school cultures, and student well-being.
- Student behavior and academic support strategies, including differentiation, engagement, and asset-based approaches.
- Data analysis for decision-making, student growth, and intervention planning.
- School operations including safety procedures, emergency response, facilities use and resource scheduling.
- Qualify for a Standard First Aid and CPR certificate.

Qualifications:**Required:**

- Bachelor's degree in Education or related field from an accredited college or university; Master's Degree desirable.
- Possess an Oregon administrator license.
- Demonstrated commitment to developing a culture of equity, inclusion, and belonging for staff, students, and families.
- Demonstrated success developing and delivering high-quality instruction.
- Experience overseeing Athletics in a secondary school.

Preferred:

- Minimum of five (5) years successful teaching experience.
- Experience in supervision and administration.
- Successful experience working with secondary students.

Work Environment:

The assistant principal's workday may be long (very long). The workweek may include some weekends. Working environment is usually a moderately quiet but busy office setting, with frequent interruptions. Occasional exposure to considerable noise. Occasional exposure to variety of weather conditions.

Salary and Benefits:

Annual Salary: \$101,412 - \$111,939 (220-day contract)

Annual Athletic Director Stipend:
High School Athletics \$6,800.00

Benefit package includes family medical, dental, vision, life and disability insurance, district paid PERS, professional dues, tuition reimbursement and cell phone stipends.

<i>Shift Type</i>	Permanent	<i>Salary Range</i>	\$101,412.00 to \$111,939.00
<i>Salary Code</i>	Annual	<i>Job Category</i>	Administrator
<i>External Job Application</i>	Administration	<i>Internal Job Application</i>	Administration
<i>Location</i>	Creswell High School	<i>Posting Status</i>	Active