

Job Title: High School Assistant Principal / Athletic Director

Reports To: High School Principal

FLSA Status: Exempt

Work Days: 225

JOB SUMMARY

The Assistant Principal / Athletic Director is an instructional leader responsible for contributing to and communicating an instructional vision and focused plan for improving student achievement; monitoring and supervising instruction; supporting teachers in improving their instructional practice; creating a community of continuous learning for all staff and students; providing outstanding leadership and communication in the development, organization, implementation, coordination, and evaluation of the district's athletic programs; must work collaboratively with building administration, students, parents, staff, coaches, and community members to promote co-curricular athletic programs that foster academic excellence, leadership, character, skill development, sportsmanship, and an understanding of the sport; and fostering a culture of high expectations for all students. In addition, the Assistant Principal / Athletic Director is charged with building strong partnerships with families and community, creating a safe, supportive school climate, and effectively managing operational, technical and staff issues to promote instructional progress.

The Assistant Principal / Athletic Director is a member of the Redmond School District's administrative council. The Assistant Principal / Athletic Director works collaboratively, at the building level, and with the district office leadership team, to advance the vision of Redmond School District.

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. Supervise athletic contests, dances, concerts, and other student activities throughout the year (estimate is 75-100 evenings/nights per year).
2. Promote highly effective instruction through effective communication within the district's comprehensive system for professional growth and evaluation.
3. Collaborate with school based leadership teams.
4. Oversee athletics and activities programs as assigned.
5. Oversee and administer student management as assigned.
6. Develop a school master schedule that provides the greatest opportunities for students, balances class sizes, and effectively utilizes the talents of staff.
7. Understand and communicate Oregon's academic standards and ensure educators implement standards based curriculum with fidelity.
8. Assist teachers in developing and maintaining appropriate and effective teaching methods.
9. Analyze and understand data and effectively use it to form actions within the school.

10. Collaborate with administrative leadership team district-wide, initiate a strong sense of team and serve on committees as appropriate.
11. Facilitates necessary meetings with coaches and other RSD team members.
12. Develops and implements appropriate rules and regulations governing the conduct of athletic activities, participants and observers.
13. Assumes responsibility for the scheduling (and rescheduling due to delays/cancellations) of all athletic and co-curricular events consistent with the RSD Activity Tier System.
14. District athletic and co-curricular advocacy with OSAA.
15. Supervises and directs the coaching staff to ensure that proper practice schedules are maintained and that OSAA rules are adhered to by all athletic teams.
16. Arranges for officials and assures proper supervision of home and designated away games per established agreements.
17. Collaborate with Human Resources Director in recruiting highly qualified job applicants and make recommendations for hire.
18. Develop and foster community connections that will enhance the educational experience of all students.
19. Plan and implement appropriate professional development as it relates to the district and building strategic planning.
20. Effectively manage conflict within the school building.
21. Schedule and organize state and other large scale testing.
22. Evaluate classified and licensed employees, maintaining staff accountability, according to best practices and district policy.
23. Report issues to authorities as necessary: child abuse, suspicious activity etc.
24. Clearly communicate the district's vision and mission to your school community and maintain a positive school climate while maintaining staff accountability.
25. Participate in school, district, region, and state meetings as appropriate.
26. Understand Oregon and federal education laws and be able to effectively communicate related accountability systems.
27. Effectively manage building level budgets in assigned areas of responsibility.
28. Facilitate and lead the implementation of the school improvement plan.
29. Identify students that have special needs and understand student referral systems. (Student Support Teams, PEP's) Understand and ensure implementation of IDEA, and Section 504 laws and regulations.
30. Advocate for the best outcomes and interest of students in all decision making.
31. Ensure student and staff safety.
32. Appreciate and respect diversity and difference in both teaching and learning.
33. Inspire innovation among the school community.
34. Maintain appropriate certifications and training hours as required.
35. Demonstrate a commitment to your personal growth and learning.

36. Effectively balance between great flexibility and great organization.
37. Comply with applicable district, state, local and federal laws, rules and regulations.
38. Attend work regularly.
39. Other duties may be assigned as needed.

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. Attend educational support meetings, including individualized education plan (IEP) meetings, and school board meetings as directed.
2. Collaborate with Human Resources Director to resolve grievances and other employee relations issues.
3. Handle employee disciplinary matters in cooperation with Human Resources Director in compliance with district policy and negotiated agreements.

MINIMUM QUALIFICATIONS

1. Master's Degree.
2. Minimum of five years classroom teaching experience.
3. Valid administrative license issued by TSPC (or ability to obtain by start date).
4. Successful experience serving as a teacher leader.
5. Submission of professional application materials.

PREFERRED QUALIFICATIONS

1. Experience developing and maintaining effective student management systems.
2. Bilingual (English/Spanish).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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.

1. Knowledge and experience using Charlotte Danielson's Framework for Teaching Standards as a professional growth and evaluation tool.
2. Demonstrated ability to manage systemic change and successfully implement reform initiatives that produce significant gains in closing the achievement gap.
3. Demonstrated knowledge of high leverage, research-based instructional strategies and models for improving instructional practices.

4. Demonstrated experience with proficiency based teaching and learning systems.
5. Demonstrated proficiency in the use of data to assess student progress and inform instructional practice.
6. Demonstrate experience and success working as a member of an administrative level leadership team.
7. Experience and/or training in Advanced Placement programs.
8. Experience and knowledge Oregon diploma requirements
9. Effective interpersonal skills in managing and interacting with diverse groups of stakeholders.
10. Excellent time management and organizational skills.
11. Demonstrate ability to manage conflict through quality decision-making and effective problem solving.
12. Demonstrate proficiency with word processing, spreadsheet and presentation software. Must be able to use District IT systems to perform routine tasks, such as: performance management assessments, accessing financial reports and managing school staffing and budget information, and student information systems.
13. Ability to handle intense or controversial situations with levity and humor.
14. Ability to handle/thrive in difficult (explosive) situations.

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. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. 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. Occasionally perform work beyond a standard 40-hour work week when workload requires.

The employee is occasionally exposed to wet or humid outdoor weather conditions. The noise level in the work environment can be moderate to high.

OTHER

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: Director of Human Resources

Updated: March 2017

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Supervisor Signature: _____ Date: _____

Supervisor Printed Name: _____