**TITLE**: Athletic Director  
**LOCATION**: Clackamas High School  
**START DATE**: July 1, 2014  
  
**JOB GROUP**: K  
  
**POSITION SUMMARY**:  
To manage the interscholastic and intramural athletic/activity programs within a high school.  
  
**QUALIFICATIONS**:  
1)   Minimum of 5 years successful teaching or other licensed experience.  
2)   High School coaching experience.  
3)   Excellent communication skills.  
4)   Ability to work collaboratively.  
5)   A student-centered educational philosophy.  
6)   Demonstrated ability to work effectively with students, staff and parents.  
7)   Understanding of and ability to evaluate instruction.  
8)   Commitment to parent/community involvement.  
9)   Must hold a current Oregon administrative license or be willing to complete Oregon administrative license program and qualify for provisional license.  
10)  Maintain necessary athletic certifications and training (e.g. first aid, blood borne pathogens, etc.)  
  
**PREFERRED QUALIFICATIONS/EXPERIENCE**:  
1) Successful administrative and/or athletic director experience.  
2) Successful high school head coach experience.  
3) Bilingual language skills.  
4) Knowledge and experience of other extracurricular activities.  
  
**ESSENTIAL JOB FUNCTIONS**:  
1)   Plan and coordinate the operation and schedule for the athletic/activity programs for the high school.  
2)   Facilitate effective communication between coaches, parents, athletes school and district administration.  
3)   Serve as first point of contact for parents and other stakeholders regarding matters and concerns pertaining to athletic and activity programs.  
4)   Supervise and evaluate licensed and classified staff.  
5)   Coordinate student eligibility records.  
6)   Prepare for athletic/activity events.  
7)   Develop and monitor athletic/activity programs budget under the supervision of the principal.  
8)   Maintain and collect all participation fees.  
9)   Purchase and maintain equipment.  
10) Coordinate use of athletic/activity facilities.  
11) Attend home athletic/activity events.  
12) Coordinate school involvement in state tournaments.  
13) Coordinate communication regarding athletic/activity programs.  
14) Hire, supervise and evaluate coaches, other staff and activity advisors.  
15) Organize athletic/activity staff.  
16) Perform other duties as assigned.  
  
**COMPENSATION**:  
Salary Range: $92,802 - $105,383 per year (2013-2014 salary schedule).  
Salary includes employer's pick-up of employee's PERS contribution.  
Work calendar: 230 days per year.  
Salary is dependent upon qualifications and experience. Salary includes eight (8) paid holidays and five (5) flex/personal days. Annual employer paid professional development. Excellent family medical, dental and vision insurance. Financial planning services available. Employer paid mileage and cell phone.