

SANTIAM CANYON SCHOOL DISTRICT #129J

Athletic Director

Date Posted:	2/28/25
Date Closed:	Posted until filled
Start Date:	July 1, 2025
Reports To:	Santiam Jr./Sr. High School Administration
Compensation:	Based on certified salary schedule, stipends, and experience
Special Note:	The Athletic Director is a part-time position by itself but it can potentially be combined with another role within the district, including teaching, administration, or other roles, to become a full time position.

About Santiam Canyon School District:

Are you looking for your next work opportunity or looking to respark your love of education? Santiam Jr./Sr. High School is hiring and we may just be what you are looking for! These last few years have been difficult in education, and statistics show that educator burnout is high, but at Santiam we proudly go against the trends. We are a rural school district working on a 4-day school week and we keep kids the center of our decisions. If you want to come see how great education can be, apply now or at the least, give us a chance and come up to Mill City for a tour of our campus. We have staff commute to us from all around. They choose Santiam because of who we are and what we value. We support our staff with modern facilities, new technology, abundant support staff, and a caring, competent administration. Santiam is unique and we are proud of it! We are a small town school district with big opportunities, and we have an amazing staff! Below is the job description, but you are also welcome to call SJSHS Principal, Blane Lazar, to learn more at 503-897-2311. He is happy to talk with you about the position. Give Santiam a chance; you may just rediscover your love of education.

Santiam Canyon is located in the beautiful foothills of the Cascade Mountain Range and proudly serves the communities of Mill City, Gates, Detroit, Idanha and surrounding areas. Located close to Salem and other larger towns, Santiam Jr./Sr. High School is an ideal location to teach and collaborate with educational professionals helping students achieve their limitless potential. Santiam operates on a 4 day school week and teacher contracts are 170 work days.

Position Overview:

The Athletic Director will oversee middle and high school athletic programs for Santiam Jr./Sr. High School (6-12), which competes at the 2A level and in the Tri-River Conference. Their job duties include managing and hiring all coaches, student eligibility, fiscal management for the teams and district/OSAA fees, coordinating after school/evenings supervision for all home contests (Fall, Winter, and Spring), athletic event set up, oversee athletic facilities and maintenance, ensure athletic policies are followed, support with athletic transportation as needed, and act as liaison to the OSAA, including attending league and state athletic director meetings.

Athletic Director Duties and Responsibilities:

- Carry out all policies, procedures, and directives set forth by the School Board
- Coordinate and provide leadership for all phases of athletics for SJSHS

- Assist in the evaluation of all coaches with administration
- Assist coaches in issuing, collection, repair, and inventory of athletic equipment/jerseys
- Endeavor to promote positive public relations with all persons, news media, district patrons, staff, and associations - directly or indirectly connected with athletic matters
- Assist the administration in preparing athletic surveys and reports as needed to improve the athletic program
- See that necessary help (e.g. officials, supervisors, scoreboard, flaggers, chain crew, etc.) is arranged for all home contests:
 - Assumes responsibility for game management and proper supervision including ticket takers, parking lots and locker rooms
 - Prepare team information and participation forms
 - Provide seating for opponents and spectators
 - Provide officials with a locker room (when applicable) and greet them at contests
- Coordinate with other schools for away contests:
 - Inform opponent school as to number of spectators buying tickets, number of roter buses, and name of official school district representative who will be attending away games (when applicable)
 - Inform fans when and where playoff contests will take place
- Make recommendations for the improvement of facilities to the principal
- Resolve conflicts within the athletic department
- Support coaches to finance their athletic programs, including coordinating fundraisers
- Make arrangements for all athletic transportation, lodging and meals, as needed
- Act as a tournament manager for all league and tournament playoff activities that are assigned to the school
- Cancel, postpone, or reschedule contests, officials and transportation because of weather or other hazardous conditions
- Coordinate and supervise all radio and television broadcasts, as well as the public address system operation at the various games
- Represent SJSHS at OSAA, league, and conference meetings
- Maintain a permanent file of medical examinations, insurance forms, records, parent consent forms, insurance payments, emergency treatment forms, etc., for each participating athlete and records information in Student Information System
 - Coordinate with local physical options for SJSHS athletes
- Award athletes of the year, Varsity letter winners, and OSAA Academic All-State Team
- Maintain a file of all athletic suspensions and expulsions from teams
- Determine academic eligibility of all athletes following athletic policy
- Review and make recommendations for coaches to attend clinics
- Work with the principal to develop the annual athletic budget
- Work with other schools, prepares sport schedules and is responsible for having that information available to coaches and athletes in a timely matter
- Arrange for necessary medical/paramedic services at home football contests
- Coordinate with administration in the use of athletic facilities by outside organizations
- Assist with the repair and maintenance of athletic fields, track, and gymnasium
- Collaborate with administration for the utilization of the concessions stands for fundraising
- Develop and implement policies for the operation and supervision of the press boxes
- Review the athletic policy and staff handbook with administration
- Oversee all coaching certifications for all coaches
- Monitor background clearance of volunteers for athletic events

Essential Duties and Responsibilities:

- Follow and maintain knowledge of all District policies and procedures
- Appropriately maintain and secure confidential records and inquiries
- Maintain appropriate certifications and training hours as required
- Comply with applicable District, state, local and federal laws, rules and regulations
- Attend work regularly and on time
- Other duties may be assigned

Required Qualifications:

- Current valid Oregon education (teaching, administration, etc.) license
- First Aid, CPR, and AED certification, or be willing to obtain one
- ODE Type 20 license, or be willing to obtain license
- Varsity coaching experience preferred