



**TITLE: HIGH SCHOOL ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR**

**FLSA: Exempt—Administrative Non-Represented**

**PURPOSE:** Helps lead and inspire the entire school community to engage students in achieving their fullest potential. Provides leadership and oversees the athletic programs and extra-curricular activities for the high school and designated middle school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides coordination and oversight of athletic programs and extra-curricular activities, including the hiring, training, and supervision of coaches; budgeting; scheduling; and transportation.
- Works with students, staff, and parents to continuously improve all aspects of the learning environment.
- Remains current regarding trends and best practices related to education and school management, and shares this knowledge with staff.
- Expands learning opportunities for students in an on-going effort to improve services and programs, offer instructional pathways based on best practices, and maximize progress.
- Works with staff to ensure that all students are known, nurtured, and included in the school community.
- Supervises school staff, providing support, opportunities and guidance for professional growth, and timely evaluation according to district guidelines.
- Works to create a collaborative and innovative culture in the school, across the district, and throughout the community.
- Strengthens all school-community relationships and engage parents in the life of the school.
- Demonstrates cultural responsiveness and builds school community to include all.
- Develops and maintains community partnerships to create more learning options and services for students.
- Assists with aligning school improvement plan with the goals of the district.
- Assists in financial planning and budget that support learning goals, use resources efficiently, and incorporate alternate resources.
- Participates in the recruiting, screening, hiring, assigning and training of school staff.
- Assumes responsibility for the conduct of students at extra-curricular events.
- Serves as the district's Title IX Coordinator.
- Ensures OSAA standards and procedures are followed.
- Provides supervision for athletic and extra-curricular events.
- Assume responsibility for the safety of all facets of the athletic program, coordinating with Risk Management and Athletic Trainers as needed.
- Takes the lead in resolving problems, issues, and concerns that may arise within the athletic program or extra-curricular activities.
- Works with the district facilities department in a collaborative way to address the needs of the district athletic program.



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- Participates in district leadership, including developing and implementing the district vision, participating in the district budget process, and communicating with district about school activities.
- Interprets, explains, and applies district state and federal laws, guidelines, policies and procedures for staff, students, parents and others in a timely and accurate manner.
- Other duties as assigned.

### **GENERAL PERFORMANCE REQUIREMENTS:**

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

**QUALIFICATIONS:** 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.

The training and supervisory responsibilities of this position requires the ability to direct, guide, influence, and motivate others. The high visibility of this position demands superior communication and human relation skills.

- Current Oregon Administrative License.
- Record of education positions with increasing responsibility.
- Teaching experience, prefer high school experience.
- Previous coaching experience preferred.
- Knowledge of OSAA rules and regulations and Title IX requirements.
- Experience with curriculum development, staff development for best instructional practice, and use of student assessment data to drive instructional decisions and school improvement.
- Clear understanding of federal and state programs and education requirements such as: graduation requirements, special education, and CTE.
- Experience presenting to adults.



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Budgeting and planning experience.

- Demonstrated ability to work under pressure, under tight deadlines using own initiative while maintaining a positive and enthusiastic attitude.
- Demonstrated ability to take a proactive approach to problem solving.
- Demonstrated ability in assisting in program evaluation. Includes gathering and analyzing data and development and implementation of improvement plans.
- Evidence of high-level interpersonal skills demonstrating the ability to work effectively with diverse groups of people.
- Excellent written and oral communication skills. Demonstrated ability to communicate successfully in a variety of settings, including small and large groups.
- Knowledge and experience with programs that support learning among students of diverse ethnic and cultural backgrounds.
- Remain current regarding laws, policies, trends and best practices related to education in general and special education programs and ability to share this knowledge with staff on a regular basis.
- Ability to travel among district facilities as needed; if driving, the ability to meet district driving standards.

**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 functions, duties, and responsibilities of the job.

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 this job, the employee is:

- Regularly required to stand or walk (occasionally on an uneven surface).
- Regularly required to sit for extended periods of time.
- Regularly required to talk and hear.
- Regularly required to use hands to finger, handle, or feel objects, tools, or controls.
- Regularly required to lift, move, or carry up to 25 pounds.
- Frequently required to reach with hands and arms, stoop.
- Occasionally required to travel within and outside of the district.
- Occasionally required to kneel or crouch.
- Occasionally required to lift and/or move up to 40 pounds.

While performing the duties of the position, the employee works with standard office and/or instructional equipment with moving mechanical parts.



**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those and 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.

The noise level in the work environment could be usually low to occasionally moderate. The employee's work is almost exclusively indoors.

**NOTE:** 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 (or the position itself) at any time as it deems advisable.

**EMPLOYEE STATEMENT:** I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions I will inform the district prior to actually beginning work.

I have read and understand this job description.

Signature

Date

**HIGH SCHOOL ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR**

**ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature**