

VACANCY ANNOUNCEMENT



SCHOOL DISTRICT

Preparing children for an ever changing world

504 N. Third Ave. / PO Box 28
Rockaway Beach, OR 97136
Phone: 503-355-2222
Fax: 503-355-3434
www.nknsd.org

February 16, 2022

POSITION: 22-23 HS Assistant Principal/Athletic Director

LOCATION: Neah-Kah-Nie High School

DURATION: Full-time, 220 days per year

TO APPLY AND/OR QUESTIONS CONTACT:

Kathie Sellars, Administrative Assistant/HR Coordinator
Neah-Kah-Nie School District
PO Box 28/504 N. Third Avenue
Rockaway Beach, OR 97136
Phone: 503-355-3506

SALARY RANGE: Depends on education and years of experience

APPLICATION TIMELINE: Open Until Filled

APPLICATION REQUIREMENTS: Submit application to [TalentEd](#) Apply to position #401. Only complete applications will be considered. A complete application must consist of the following: TalentEd application, cover letter, three letters of recommendation, transcripts and teaching license.

QUALIFICATIONS: See attached job description. Must have or be eligible for appropriate TSPC licensure with subject level endorsements.. Must be able to pass Oregon Department of Education Criminal History Background check and pre-employment drug screen.

BENEFITS:

Medical, Dental and Vision Insurance (see insurance cap information in the table below), Retirement Plan, three personal leave days per year, one day of sick leave earned each month, family sick leave, eight paid holidays, life insurance, HRA VEBA for any amount of unused insurance cap dollars. Other employee benefits outlined in the Licensed Bargained Agreement can be found by clicking [here](#).

Table of Maximum Contributions			
Tier	2019-2020	2020-2021	2021-2022
Full Family	\$ 2,267.81	\$ 2,344.92	\$ 2,424.65
Employee/spouse	\$ 1,609.39	\$ 1,664.11	\$ 1,720.69
Employee/Child	\$ 1,389.95	\$ 1,437.21	\$ 1,486.08
Employee Only	\$ 731.56	\$ 756.43	\$ 782.15

For additional district information and to apply visit our website at: www.nknsd.org

Neah-Kah-Nie School District is an equal opportunity educator and employer. The district does not discriminate in employment, treatment in, admissions to, or access to its programs, activities, and services on the basis of race, color, age, sex, national origin, handicap, or otherwise as proscribed by applicable state and federal laws and regulations.

The District, in support of employment practices free of barriers to disabled persons and in compliance with the Americans with Disabilities Act of 1990, provides reasonable accommodations necessary upon request and appropriate notice. For further information or assistance, contact the District Administration Office at (503) 355-2222. Speech/hearing impaired persons may reach the District through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

NEAH-KAH-NIE SCHOOL DISTRICT
Job Description

Job Title: HIGH SCHOOL ASSISTANT PRINCIPAL

Reports To: High School Principal

Evaluated By: High School Principal

JOB GOAL: To assist the building principal in the management of the school through his/her work with students, staff, and parents and provide leadership in the ongoing development and improvement of the entire instructional program including activities.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Posses a basic or standard administrative license/certificate.
2. Posses a masters degree in education.
3. Five years successful teaching experience in grades 7-12 preferred.
4. Other requirements as may be established by the School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may also be assigned.

1. Supervises students in all school-related activities; e.g., transportation to and from school, in classrooms and cafeteria and school sponsored activities.
2. Assist the principal in conducting performance evaluations of all certified and classified employees in the building. Use the information to improve instruction and student achievement.
3. Assist teachers, principal, and parents in promoting positive student behavior and discipline by handling students referred to the office for disciplinary reasons.
4. Contacts parents regarding discipline and attendance matters.
5. Keeps records of disciplinary actions taken.
6. Assist the principal in supervising the implementation of the curriculum. Be knowledgeable of the District curriculum, evaluate its effectiveness through appropriate assessment strategies, and assist the principal in implementing the changes necessary to improve student achievement.
7. Establish and maintain effective relationships with students, parents, and teachers to promote quality instruction and a healthy school climate.
8. Communicate and collaborate with students, parents teachers, staff, community, and when appropriate, other agencies to promote an open and participatory school environment.
9. Promote student activities to foster a healthy and productive learning environment.
10. Advise the student governing body, administer and coordinate all student elections.
11. Plan and coordinate all school assemblies (agenda, set up, clean up and evaluation).
12. Provide, instruct and evaluate sponsors/advisors for school clubs and organizations.
13. Supervise and approve all club, class and special event activities.
14. Assist the principal in planning, coordinating and control of all student body fund raising activities.

16. Provide leadership in recognizing outstanding student achievement; e.g., Student of the Month, honor roll, citizenship, attendance and improvement in the classroom.
17. Approve all hall decorations and posters related to student activities.
18. Provide administrative support to the Special Services Department in the high school, and assist in coordinating building SAT meetings.
19. Supervise the assignment of students referred to TOPS, home tutor and expulsion school.
20. Work with the local authorities to assist as needed; e.g., police department and probation authorities.
21. Be knowledgeable of the building's philosophy and establish effective human relationships among students, parents, and teachers, such that results in positive school climate and quality instruction.
22. Publish and distribute a building newsletter to parents at least seven (7) times a year.
23. Plan, coordinate and supervise all phases of development of a sound student activities program.
24. Keep the principal informed of current developments as they may relate to the high school activities.
25. Assist in the selection, assignment, and evaluation of the activities program personnel.
26. Assist in preparing and maintaining a school master calendar of all scheduled building events and activities of the school. Provide leadership in developing the schedule for the activities program.
27. Understand student rights and responsibilities and due process procedures.
28. Perform such other tasks as assigned by the Board and/or Principal.

ADDITIONAL CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

- * Administrative Credential
- *Criminal Justice Fingerprint clearance

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential of this job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

EVALUATION:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel

I have read and understand the responsibilities and qualifications of this job description.

Employee Signature

Date

**Neah-Kah-Nie High School
Job Description**

Job Title: HIGH SCHOOL ATHLETIC DIRECTOR

Reports To: High School Principal

Evaluated By: High School Principal

FLSA STATUS: Exempt

JOB GOAL: To provide leadership in the ongoing development of the entire athletic program including activities.

ESSENTIAL FUNCTIONS / PERFORMANCE RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assists in the planning of workshops to help raise the level of coaching performance of coaches.
2. Consults with administrators regarding the appropriate evaluative instruments necessary for the growth of coaches.
3. Schedules use of athletic facilities.
4. Assists coaches in the preparation for athletic contests.
5. Participates in coordination, implementation, and supervision of activities.
6. Provides leadership in the selection, assignment and evaluation of athletic coaches.
7. Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities to comply with District policy and OSAA rules and regulations.
8. Encourages coaches to be professional at all times and to participate in league meetings, state coaches' organizations and other training as appropriate.
9. Fosters good school-community relations through participation with school and community groups and organizations.
10. Schedules of all interscholastic athletic events including officials, supervision, transportation, and general operation of facilities.
11. Ensures schedules are distributed to coaches, staff, students, parents and the community.
12. Supervises coaches ensuring that they are verifying eligibility and academic standards of all athletes.
13. Assists principal with preparation and monitoring of the athletic budget.
14. Meets and consults with vendors and pre-approves all athletic purchases.
15. Assists the school office with the receipt and distribution of student body athletic funds.
16. Oversees all ticket sales of the athletic program; assumes responsibility for proper handling of funds.
17. Arranges for all support personnel to assist with athletic contests; e.g., ticket takers, time keepers.
18. Plans and supervises recognition program for the school athletics.
19. Provides regular updates to the Principal regarding athletic program including budget, challenges, and successes

20. Oversees the entire athletic inventory by requiring head coaches to report their inventory at the end of their sport season.
21. Carries out all policies set forth by the Oregon School Activities Association, the Board of Education, Superintendent and Principal.
22. Transport and supervise students as duties require.

SUPERVISORY RESPONSIBILITIES:

1. Trains, monitors and assigns work to coaches and aides

MARGINAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

1. Makes photocopies
2. Maintain equipment
3. Serve as back-up to coaches
4. Participates in staff meetings/in-service as needed

MINIMUM 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.

1. Possess a valid First Aid Card
2. Be ASEP certified.
3. Possess a high level of competence which may include prior participation in athletics, prior coaching experience, and completion of courses and /or clinics sufficient to provide the knowledge and skill to meet the performance responsibilities described above.
4. Demonstrated prior successful experience teaching, working with, and/or coaching students of high school age.
5. Ability to communicate verbally and in writing fluently in English.
6. Ability to respond verbally and in writing to common inquiries or complaints from students, parents, regulatory agencies or members of the community.
7. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures governmental regulations and legal documents.
8. Ability to write reports, business correspondence and procedure manuals.
9. General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets and word processing software.
10. Criminal Justice Fingerprint clearance

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.

Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision (See addendum for details)

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 job (or the position itself) at any time as it deems advisable.

I have read and understand the responsibilities and qualifications of this position description.

Employee Signature

Date