

## VALE SCHOOL DISTRICT

**JOB TITLE:** Vale High School Vice Principal/Athletic Director

**JOB SUMMARY:** Under direction of the high school principal and superintendent, the Vice Principal/Athletic Director will provide administrative support and will plan, coordinate, implement, and evaluate the athletic program in conformance with the high school and district handbook and policies and the Oregon Schools Activities Association regulations.

We

**JOB QUALIFICATIONS:**

1. At least three years of teaching experience;
2. Possession of a valid Oregon Administrator license;
3. Possession of excellent language, communication, organization, teamwork, and decision-making skills;
4. Ability to apply sound educational theory to practice;
5. Ability to withstand the physical and mental stress of the position; and
6. Possession of a current first aid card.

**REPORTS TO/EVALUATED BY:** Superintendent & Vale High School Principal

**ESSENTIAL JOB FUNCTIONS:**

1. Assist the principal in collaboratively developing, articulating, and implementing a shared vision of learning, with involvement from students, staff, and stakeholders;
2. Assist the principal in communicating a shared vision that all students can learn and holds staff accountable for rigorous instruction for all students;
3. Promote the success of every student by cultivating and sustaining a positive school culture and a safe, efficient, and effective learning environment;
4. Assist the principal in implementing a school wide behavior/discipline plan where behavior expectations are clear, supported and followed by staff, students, and parents;
5. Engage in monitoring and evaluating the use of research-based best practices, curriculum materials, and formative/summative assessment data for the purpose of promoting continuous growth as a means of raising student achievement;
6. Identify and utilize the strengths of the teaching staff, including support professionals;
7. Demonstrate investment in a continuous improvement process by addressing and identifying factors leading to the under-performance and/or success of students;
8. Assist the principal in implementing a sustainable, comprehensive, rigorous and coherent curricular program aligned to district and state standards;
9. Demonstrate a strong understanding of the use of data and assists the principal in using district tools to monitor and share student progress with students, staff, and stakeholders;
10. Model integrity and fairness and hold him/herself and the others to the professional and ethical competencies outlined for Oregon educators and administrators;
11. Manage and oversee the budgets for the athletic department and clubs according to district budget procedures and initiatives;

12. Work collaboratively with District staff to maintain an accurate inventory of all athletic equipment, uniforms, and resources;
13. Assist the principal in ensuring that the campus is in compliance with district, state, and federal requirements;
14. Maintain good communication with students, staff, parents, and the community;
15. Promote meaningful participation in the instructional processes by staff, students, parents, and the community;
16. Understand and respond to the political, social, economic, legal, community, and cultural factors that impact the school;
17. Encourage multiple points of view, recognize thoughtful disagreement, and use multiple opinions to inform solutions;
18. Facilitate and ensure appropriate supervision during the school day and during athletic/extracurricular activities;
19. Ensure that coaches and players adhere to the OSAA regulations as well as all Vale School District and Vale High School procedures and policies. This includes the orientation of all coaches regarding building and District policies;
20. Assist in the responsibility for certification of coaching staffs, including all volunteer coaches, in accordance with OSAA regulations and Vale School District policies;
21. Maintain and regularly distribute an up-to-date extracurricular eligibility list, which evaluates academic performance, OSAA policies, residency requirements, physical/insurance requirements, and code of conduct requirements;
22. Coordinate coach/advisor interview and evaluations processes and make recommendations for extra-duty contracts;
23. Work collaboratively with coaches, athletic directors, and administrators to create athletic practice and competition schedules for all Vale High School athletic programs;
24. Work collaboratively with district staff, regional, and state associations to facilitate smooth competitions, including, but not limited to: scheduling officials, providing supervision and scheduling support staff (ticket takers, scorekeepers, announcers, etc.) for home competitions, preparing fields and facilities for competitions, and making travel arrangements;
25. Understand and follow district protocols and procedures;
26. Fulfill other duties and assignments, as designated by the Superintendent; and
27. Maintain and enforce high school graduation requirements.

SALARY: Salary and benefits negotiated based on experience and qualifications.

CONTRACT LENGTH: 199 Days

Signed: \_\_\_\_\_

Date: \_\_\_\_\_