

**Hood River County School District
Job Description**

Job Title:	Athletic Director/Vice Principal
Reports To:	High School Principal
FLSA Status:	Exempt
Classification:	Administrator
Contract Days:	220

Position Summary

The District Athletic Director/Vice Principal will provide outstanding leadership and communication in the development, organization, implementation, coordination, and evaluation of the district's athletic programs. Achieving excellence requires the District Athletic Director/Vice Principal to work collaboratively with students, parents, staff, coaches, and community members to promote co-curricular athletic programs that foster academic excellence, equity and diversity, leadership, character, skill development, sportsmanship, and an understanding of sport. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, and personnel and financial management of the district athletic program. The District Athletic Director/Vice Principal will carry other administrative duties including but not limited to supervision and evaluation of the Health and Physical Education programs.

Essential Duties and Responsibilities

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Follows and maintains knowledge of all District policies and procedures.
- Strives to promote equity and diversity throughout the entire athletics program.
- Ensures NCAA compliance, updates NCAA course catalog, and communicates to collective members regarding NCAA/NAIA eligibility requirements.
- Responsible for the scheduling and supervision of all co-curricular athletic events.
- Supervises and directs the coaching staff to ensure that proper practice schedules are maintained and that OSAA (and other sport specific governing agencies ex. OISRA) rules are adhered to by all athletic teams.
- Arranges for officials and assumes general responsibility for the proper supervision of home games.
- Manages athletic events including set-up and clean-up, ensuring that events are safe.
- Supervises the coaches in the cleaning, storage, and maintenance of all athletic equipment and uniforms, including the maintenance of updated inventories.
- Arranges transportation for all student-athlete and coaches to away athletic events.
- Develops and implements appropriate rules and regulations governing the conduct of athletic activities, coaches, participants and observers.
- Ensures adherence to medical and safety requirements.
- Facilitates the hiring, evaluation and if necessary, termination of all coaching positions.
- Maintains necessary records and completes required paperwork in a specified time and manner.
- Works closely with program staff to ensure proper form(s) (insurance, physicals, athletic contracts) are obtained and current for students.
- Ensures that all student athletes are academically eligible and have paid fees.
- Coordinates all athletics related services including rosters, bus requests, scheduling officials.
- Facilitates regular meetings with coaches and staff.
- Maintains a safe environment for students at all times.
- Responds to personnel issues for the purpose of clarifying issues and implementing actions to address needs.
- Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
- Appropriately maintains and secures confidential records and inquiries.
- Professionally represents the school and the District in interactions with student-athletes, coaches, parents (including the Booster Club,) community members, and League and State athletic authorities (including OSAA and OADA.)
- Maintains appropriate certifications and training hours as required.
- Develops and maintains a budget each year to cover the required expenditures necessary to conduct the athletic program.
- Maintains regular and predictable attendance to meet the expectations of the district and the needs of the program.

- Ability to manage work time, which will include numerous evening and night activities.
- Coordinate and schedule the use and maintenance of athletic fields and facilities.
- Work closely with custodial/maintenance staff to ensure athletic venues are safe for use by students, coaches and community members.
- Supervise and evaluate the Health and Physical Education Departments
- Other Administrative duties as assigned

Minimum Qualifications

- Hold or be able to obtain a valid Oregon Administrative License prior to start of contract.
- Have excellent teaching experience for a minimum of 5 years.
- Have excellent coaching and/or leadership experiences managing student-athletes.
- Hold or be able to obtain a current first aid certification and CPR certification.
- Bilingual English/Spanish skills preferred.

Knowledge, Skills and Abilities

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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Knowledge: The District Athletic Director/Vice Principal must be knowledgeable of the rules, policies and regulations of the Oregon Schools Activities Association (OSAA), Oregon Department of Education (ODE), Federal and State Title IX Law, as well as school and district policies. Additionally, the District Athletic Director/Vice Principal must be knowledgeable of the support and development needs of a comprehensive athletics program.

Skills: The District Athletic Director/Vice Principal must demonstrate strength in the following skill areas:

Leadership - To work as part of an administrative team to promote and support all student activities, including co-curricular athletic events.

Problem Solving - To solve issues and problems that arise in a positive, professional, productive manner and timely.

Communication - To inform students, parents, coaches, staff members, community members and the media in all matters relating to athletics across the district. Requires excellent written and verbal communication skills.

Interpersonal - This position requires extensive personal connections both to the school community and the community at-large. The District Athletic Director/Vice Principal must be able to relate to students, parents, coaches, media, staff and community members in a positive, professional and productive manner.

Organization - To balance, manage and respond to multiple requests in a highly demanding environment. To schedule athletic events for all programs and skill levels. To coordinate and schedule the use and maintenance of the district fields and facilities.

Abilities: The District Athletic Director/Vice Principal requires the ability to prioritize academic excellence while developing and implementing a comprehensive vision for district wide athletics in line with the school's and district's vision and mission. Additionally, the District Athletic Director/Vice Principal requires the ability to develop and manage the athletics budgets. This position requires excellent communication abilities, attention to detail, ability to stay calm and composed in stressful situations, organization and follow through in order to meet the demands of the position. The District Athletic Director/Vice Principal must also possess the ability to maintain confidentiality when communicating with students and staff regarding student and staff personal and personnel issues.

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an 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 work environment combines a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard gymnasium/athletic event setting. The noise level in the work environment is usually

moderate to high depending upon student population and activities. The employee is regularly exposed to wet or humid outdoor weather conditions and hot and/or humid gymnasium environment(s). The employee may be exposed to bloodborne pathogens.

Direct Reports: Coaches (all levels), Middle School Athletics Coordinators, Health and Physical Education teachers, and certified athletic trainer

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While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision.

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.

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