

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

2/10	<u>HIGH SCHOOL ASSISTANT PRINCIPAL-ATHLETIC DIRECTOR</u>	3.4.9A
Effective Date	Job Title	Index

1. Primary Function: Plans, develops, and coordinates high school athletic programs. Assists in the daily operation of the school; supervises student conduct on school grounds and athletic events.

2. Responsibilities:
 - 2.01 Plans, directs, and supervises athletic programs in compliance with school district, league, and state policies, rules, and regulations.
 - 2.02 Assigns coaches and schedules contests, facilities, and transportation.
 - 2.03 Supervises and controls student conduct in school buildings, on school grounds, off campus during the school day, and at extracurricular activities to promote and maintain an atmosphere conducive to learning.
 - 2.04 Interviews, selects, and recommends hiring and termination of coaches; evaluates coaching staff. Participates in the hiring and evaluation of teaching staff as assigned.
 - 2.05 Prepares and monitors capital and operating budgets for the department. Maintains detailed records of all financial transactions, and controls expenditures within approved budgets.
 - 2.06 Performs detailed game management activities such as arranging for field and/or facilities preparation and use, ticket management, game officials, emergency medical care, and crowd control.
 - 2.07 Selects all athletic equipment and supplies and prepares purchase requisitions. Assures proper planning and maintenance of athletic facilities.
 - 2.08 Serves as liaison with Booster and other community groups, demonstrating leadership and organizational skills.
 - 2.09 Assures that all coaches are properly trained and certified for program requirements.
 - 2.10 Develops information and responds to inquiries regarding the full athletic program.
 - 2.11 Performs District-wide responsibilities, as assigned by the assistant superintendent.
 - 2.12 Serves as a key communicator for the school with local media regarding athletic programs, access to facilities and events, and special recognition of student athletes and coaches.
 - 2.13 Performs other school duties assigned by the principal. Serves as part of the administrative team and participates in building management.

3. Major Planning Requirements:
 - 3.01 Prepares annual schedules for athletic events including transportation, facilities, and event staffing.

4. Key Relationships:
 - 4.01 High School Principal: Reports to this position.
 - 4.02 Departmental Staff: Supervises coaches; evaluates teaching staff as assigned.
 - 4.03 Classified Staff: supervises all support services for athletic events.
 - 4.04 Police, emergency personnel, game officials: schedules for events.

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5. Minimum Qualifications:
 - 5.01 Master's degree or equivalent training.
 - 5.02 Three years of managerial, professional, or five years of teaching or education administrative experience.
 - 5.03 License: Valid Oregon Administrative License
6. Term of Employment: 230 days.
7. Salary Level: Grade 7.
8. Working Conditions:

The position generally works in a high school environment with frequent travel during evenings and weekends at athletic events.