

Highland Local Schools has a vacancy for your consideration. Please find the details below.

Athletic Director/Assistant Principal – Highland High School

Category: Administration
Date Posted: May 30, 2019
Date Closing: June 14, 2019
Location: Highland High School
Contract: 260 Day Contract/begins August 1, 2019
Reports To: High School Principal

QUALIFICATIONS:

1. Master's Degree or higher in Educational Leadership, School Administration or related field;
2. Possession of an Ohio Principal's License or equivalent;
3. Previous secondary teaching and administrative experience (preferred);
4. Completed Ohio Teacher Evaluation System (OTES) training;
5. Demonstrated ability to work collaboratively with students, parents, staff and other stakeholders to resolve issues;
6. Strong leadership skills, planning/organizational ability, and initiative in all areas of athletic operations;
7. Ability to develop, manage and oversee all aspects of high school and middle school athletic programs and contests;
8. Complete oversight of all Ohio High School Athletic Association (OHSAA) and Suburban League interscholastic policies, procedures, rules, regulations and by-laws;
9. Ability to coordinate schedule and use of all athletic facilities for all high school and middle school athletic contests, practices and community-based youth programs;
10. Willingness to actively participate and effectively represent the district at all league and state athletic meetings;
11. Ability to plan, organize and supervise all athletic awards and programs;
12. Demonstrated ability to mediate the resolution of problems and work collaboratively with a variety of audiences including: students, student athletes, teachers, coaches, athletic directors, administrators, parents, community members and booster organizations;
13. Excellent written and verbal communication skills;
14. Ability to develop and effectively manage athletic department budget;
15. Ability to accurately maintain all records and fulfill reporting requirements including student academic/athletic eligibility, student physicals/health records, concussion data, pay-to-participate fees/receipts, and current documentation of all mandatory requirements for coaches;
16. Ability to work collaboratively with district and high school administrators to effectively lead, supervise and support staff.

SALARY:

Commensurate with experience.

APPLICATION PROCEDURE:

Submit a complete application and letter of interest, resume and references through Applitrack at www.applitrack.com/nccohio/onlineapp. The letter of interest should outline how the above qualifications are met. All information must be received by 4:00 p.m. on June 14, 2019.

SELECTION PROCEDURE:

Highland Local School District is an equal opportunity employer. The Highland Local School District does not discriminate on the basis of race, national origin, sex, disability, or age in its employment practices.