

NORTH LAKE SD 14

Vice Principal / Athletic Director (2025-26 VP-AD)

JOB POSTING

Job Details

Posting ID

2025-26 VP-AD

Title

Vice Principal / Athletic Director

Description

Organization: North Lake School
Administrative Job Posting: Full time Vice Principal / Athletic Director

POSITION DETAILS

Title: Vice Principal / Athletic Director

Supervisor: K-12 Principal and Superintendent

Contract Days: 210

Start Date: July 1, 2025

Salary Range: \$95,000 - \$107,000 annual salary (salary dependent upon experience, prorated based on start date)

Benefit Package: Medical, dental, vision insurance, PERS pension, District-paid PERS employee pick-up, paid sick leave and paid personal leave.

Closing Date: 4/1/2025 or until position is filled.

North Lake School District is actively seeking exceptional candidates for the position of Vice Principal / Athletic Director.

The successful candidate will assist the Principal and Superintendent to create:
A welcoming school that invites staff, student, family and community involvement.
A positive and cohesive climate that is built on relationships, open and responsive communication and a clear vision for the school.

The school Vice Principal serves as one of the educational leaders, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that meets the approved curricula and mission of the school district. Achieving academic excellence requires that the school Vice Principal work collaboratively to direct and nurture all members of the school and to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations. The Vice Principal must have strong commitments to his/her own professional development.

North Lake is a K-12 school that operates on a 4 day school week, and has an enrollment of 225 students with 76 students currently enrolled in grades 9-12. School website:

<http://www.nlake.k12.or.us>

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.

1. Manage positive behavior interventions and supports systems for K-12 students.
2. Communicate effectively and professionally, verbally and in writing, with staff, families, colleagues, students and the community.
3. Assist in developing and administering a system dealing with student discipline that will ensure each student an equal right to learn.
4. Connect well with students, staff, families and the school community.
5. Able to supervise athletic events, dances and activities, while being able to work extensive hours as after-hours work is routine and expected during the school year.
6. Assume responsibility for the safety of building employees and administration of school facilities.

7. Assume responsibility for the attendance, conduct, and health of students.
8. Maintain a high standard of ethics in all professional relationships, actions and decisions.
9. Possess skills and abilities to effectively coach and evaluate assigned staff.
10. Works with school administration and coaches to ensure all our athletic programs and student body exhibit outstanding sportsmanship.
11. Coordinates required training for coaches and student athletes and is responsible for ensuring all safety procedures are followed.
12. Coordinates game schedules and athletic events with input from coaches, teachers and club advisors.
13. Monitors attendance and academic progress of all athletes.
14. Coordinates the recruiting, hiring and annual evaluation of all coaches
15. Works with staff to organize and manage ticket sales, score keepers, officials and other personnel needed during sporting events and assures facility preparation for athletic events.
16. Maintains a current athletic handbook listing detailed policies procedures and practices for both students and coaches.
17. Attends state and regional meetings whenever possible.
18. Able to organize work, set priorities, meet deadlines and follow up on assignments with a minimum of direction and under stressful circumstance.
19. Maintain collaborative and collegial relationships based in positive regard with staff, administrators and district staff (be a team player).

REQUIRED QUALIFICATIONS

- Hold or qualify for appropriate Oregon administrative license within 3 months of hire
- Minimum five years' classroom experience as an unrestricted, licensed Teacher
- A clear vision of the school instruction program; understanding school issues

PREFERRED QUALIFICATIONS

- Current Oregon Administrator License
- Experience as an Administrator
- Experience with Teacher Evaluation Systems

KNOWLEDGE, SKILLS AND ABILITIES

- Commitment and ability to work with a full range of students (K-12), staff and parents.
- Skill in student management, student discipline and developing positive techniques for improving student behavior.
- Knowledge of school safety & security procedures
- Excellent writing and communication skills
- Ability to work under pressure and meet deadlines
- Knowledge of OSAA rules and regulations
- Leadership and supervisory skills
- Independent judgment and decision-making skills
- Computer skills (Google and Microsoft Office)

PERSONAL TRAITS:

- Collaborative yet decisive decision-maker; consensus builder
- High ethical and professional standards; firm in personal values and direction
- Genuinely respectful of and values staff, students and parents
- Good listener and communicator; approachable
- Sense of humor
- Highly visible in classrooms within the school, and at events
- Innovative and effective team member
- A problem solver

Individuals who believe they possess the desired qualifications should immediately submit the following materials:

- Letter of interest with current resume.
 - Completed application form.
 - Three letters of recommendation prepared within the current year.
 - The names, titles, and telephone numbers (home and office) of three current references.
 - Copy of current Administrative License.

How to Apply:

Please click here to begin your application: <https://northlake.tedk12.com/hire/index.aspx>

Contact:

Call the HR Department for any questions regarding this position at 541-576-2121 Ext. 222. North Lake School District #14 is an Equal Opportunity Employer.

<i>Shift Type</i>	Full Time	<i>Salary Range</i>	\$95,000.00 to \$107,000.00
<i>Salary Code</i>	Annual	<i>Job Category</i>	Administrator
<i>External Job Application</i>	OR Teacher Application	<i>Internal Job Application</i>	
<i>Location</i>	NORTH LAKE SCHOOL	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	02/19/2025	<i>General Start Date</i>	02/19/2025
<i>Internal End Date</i>		<i>General End Date</i>	04/01/2025

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>
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