

**Joint School District No. 171  
Clearwater County**

**P.O. Box 2259 - Orofino, ID 83544 - 208 476-5593 - Fax: 208 476-7293**

FOR IMMEDIATE RELEASE

Date: March 12, 2020

**JOINT SCHOOL DISTRICT No. 171  
VACANCY ANNOUNCEMENT**

Position: Athletic Director / Vice Principal, 1.0 FTE

School: Orofino Junior Senior High School

Minimum Qualifications: Current Idaho Administrative Endorsement or eligible for licensure. Must have a master's degree or higher education. Successful leadership and/or teaching experience preferred but not required. Work well with students, staff and the public. Excellent organizational and interpersonal communication skills. Applicant must be able to pass a criminal background check and drug screening.

Assigned Duties:

**Athletic Director**

- Manage the use of the facility by communicating procedures and issuing facility usage agreements.
- Conduct weekly meetings with student-athletes who do not meet academic eligibility requirements.
- Create and update a shared facility usage calendar with accurate times and dates of activities, including cancellations.
- Maintain athletic eligibility tracking sheet. This should include required documentation, payments, and academics for all athletes. Relay this information to the principal, coaches, and athletes.
- Facilitate athletic-based student assemblies, athletic banquets, and issuance of student-athlete awards while also updating displays of achievements.
- Assign and communicate event responsibilities, including the utilization and role of volunteers. Ensure all volunteers have met district requirements prior to working with athletes.
- Create an event supervision schedule that should be updated regularly.
- Complete coach evaluations at the end of each season and return evaluations to the district office.
- Comply with district procedure in the posting of positions and requests for new coaches.
- Establish a consistent parent communication procedure.

- Maintain inventory of all equipment and uniforms.
- Utilize district communication tools (Skyward) and media to provide updates and information on upcoming seasons.

### **Vice Principal**

- Visit classrooms and provide instructional guidance or feedback.
- Provide instructors with academic recommendations and current research-based tools.
- Implement disciplinary procedures when needed.
- Communicate consequences to students and parents with rationale.
- Oversee departmental meetings while providing resources and guidance.
- Work to ensure the effective flow of positive parent, teacher, and student communication.

### **Essential Skills**

- Strong decision making, analytical skills, and organizational strategies.
- Knowledge of varied instructional strategies and pedagogical methods.
- Staff development techniques to improve culture and instructional goals.
- Ability to communicate and work effectively with individuals from diverse cultural and academic backgrounds.
- Excellent interpersonal relations with the ability to communicate effectively verbally.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Knowledge of curriculum design, planning, implementation, evaluation and how they should operate in an effective school.
- Establish and maintain positive relationships with all stakeholders.

Salary: Contingent based on education and experience.

Benefits: Employee medical, vision, and dental insurance coverage paid 100% by the district. Family benefits paid at 80% coverage. \$20,000 employee life insurance and \$2,000 dependent life insurance paid by the district.

Direct Inquiries to: Brian Lee, Principal: 208-476-5557  
[leeb@jsd171.org](mailto:leeb@jsd171.org)

Please send application materials to Aspen Jared, P.O. Box 2259, Orofino, ID 83544 or by email at [jaredas@jsd171.org](mailto:jaredas@jsd171.org)

Closing Date:  
Start Date:

Open Until Filled  
August 2020 – 2021 School Year

Applications are available at:  
Administration Office  
1051 Michigan Avenue  
or  
[jaredas@jsd171.org](mailto:jaredas@jsd171.org)  
208-476-5593

Online: <http://www.sd171.k12.id.us/>

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VETERANS' PREFERENCE**