Among the woodlands, wetlands and wildlife of the hills of Southwest Portland lies the unique educational experience that is Oregon Episcopal School. The school occupies a 59 acre campus where 860 students in Pre-K through 12th Grade share an excellent faculty, a college preparatory curriculum, and a strong sense of community.

**JOB TITLE:** Associate Athletic Director

Oregon Episcopal School is seeking a dynamic, collaborative, and professional associate athletic director (AAD) for its award winning athletic program. The AAD supports the athletic director (AD) in articulating to the parent body and public the role of OES athletics in carrying out the School's mission. He or she collaborates with the AD to advocate for the entire athletic program. The associate director champions the program’s power to nurture young people and enhance learning and character development through the student-athlete experience. The AAD assists in all operations of the program and provides management and oversight to assure that it functions smoothly and in alignment with the overarching mission, values, and strategic objectives of the School. In addition to the qualifications detailed below, the successful candidate will possess a high level of cultural competence and the capacity to promote acceptance of students, families, and colleagues from diverse backgrounds.

This is a full-time, year-round, exempt, staff position and comes with a competitive salary, and benefits package including, paid time vacation and sick leave, 95% employer paid insurance, 403(b) retirement plan with generous employer match, and one free meal daily. Start date is July 1, 2015.

**ESSENTIAL DUTIES:**

- Collaborate with the A.D. in sustaining and nourishing the dual core of OES athletics: the no-cut team policy and the competitive varsity program that inspires the pursuit of excellence.
- Celebrate the student athlete equally across all programs and promote an appreciation for the value of vigorous activity, high achievement, healthy habits, and collective, collaborative effort.
- Collaborate with coaches, faculty, and division/department heads to develop and communicate an Athletics Department philosophy that supports the school’s mission.
- Assure effective communication within the Department, between coaches and parents, and between Athletics and other departments/divisions of the school.
- Work with Marketing and Communications to promote OES athletics through active management of web content, social media, digital newsletter, etc.
- Collaborate with the AD in building on the OES tradition of coaching excellence by developing and executing a comprehensive plan to recruit, support, develop, and retain high quality coaches in all programs.
- Initiate, encourage, and support efforts by coaches to help their players realize their power for good by teaching sportsmanship, leadership, and citizenship on the courts and fields and off.
- Work in both the boys’ and girls’ programs as assigned to prepare the Athletics Department and Upper School to lead in the national conversation about schools, sports, and gender.
- Collaborate with the AD in support of the College Counseling program’s efforts on behalf of student athletes.
- Collaborate as appropriate with the Development Office on fundraising events and to maintain a historical archive of team and individual athletic accomplishments.
- Work with the AD to develop and administer the Athletics Department budget.
- Collaborate with the AD to coordinate with the Facilities Department to ensure upkeep of athletics facilities including fields, gym, electronic equipment needed for athletic contests, etc.,
- Work with AD to supervise home athletic events and support teams during district and state playoff games.
• Work with school administration, P.E. staff, coaches, parents, and outside groups to schedule and coordinate gym and field use.
• Play an integral role in planning improvements to campus athletic facilities.

MINIMUM QUALIFICATIONS:
• BA/BS or equivalent in education, athletics or related field
• Five years of coaching experience
• Proficiency in MS Office suite and web based applications
• Ability to support the educational mission of the School
• CPR and First Aid certifications
• Ability to pass a criminal background check and drug screen

PREFERRED QUALIFICATIONS:
• Advanced degree in education, athletics, or related field
• Six to ten years of coaching experience
• Demonstrated record of a successful coaching career

KNOWLEDGE, SKILLS, AND ABILITIES:
• Knowledge of athletic facilities management
• Excellent leadership skills, ability to establish credibility and inspire others toward a larger goal
• Interpersonal skills, ability to interact appropriately with individuals from diverse backgrounds
• Outstanding communication skills, ability to write and speak in an articulate manner
• Management skills, ability to delegate effectively to get things done
• Organizational skills, ability to manage a broad scope of responsibilities

PHYSICAL REQUIREMENTS:
• Physical fitness sufficient to manage an athletics program
• Ability to sit at a computer and keyboard for substantial periods
• Ability to move about the campus
• Ability to communicate with constituents
• Ability to lift up to 60 pounds on a regular basis

COMPENSATION: Commensurate with education and experience, plus benefits package

APPLICATION PROCESS: Visit the OES website to learn more about the School: www.oes.edu. Interested candidates should send cover letter, resume, and completed application, available here: http://www.oes.edu/uploaded/contacts/application.pdf by email to: Middle School Division Head Scott Hardister at hardisters@oes.edu or by mail to his attention at Oregon Episcopal School, 6300 SW Nicol Road, Portland, OR 97223. Please note, application must be printed out and signed. Position open until filled, no phone calls please.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.