

Monroe School District #1J
365 North 5th, Monroe, OR 97456

2024-25 NOTICE OF VACANCIES – IN-DISTRICT EMPLOYEES

Posted: June 17, 2024

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| Position: | Middle School Athletic Director |
| FLSA: | Exempt. |
| Scheduled days/salary: | As needed September-June; \$1,600.00 total contract |
| Position Begins: | ASAP |
| Qualifications: | <ul style="list-style-type: none">• Ability to work with professional staff and to provide information, support, and leadership pertinent to athletic programs.• Ability to communicate and work with parents and support groups relative to athletics.• Ability to help coordinate and direct the District's athletic programs.• Ability to work cooperatively with grade school coaches to ensure continuity of programs.• Ability to supervise personnel, including recommendations for evaluation, hiring, dismissal, and discipline.• Possess the ability to organize and direct a successful athletic program.• ASEP Certified.• Such alternatives to the above qualifications as the Superintendent or Board of Directors may find acceptable.• Must be proficient in English both oral and written. |
| Essential Job Goals: | Through leadership, supervisory, and administrative skills to promote the athletic development of each student, coach, supervisor, and athletic program in the middle school. |
| Physical Requirements: | <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.</p> <p>While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.</p> <p>The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.</p> |
| Mandatory Child Abuse Reporting: | As mandatory reporters (ORS 419b.010) all staff are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse. |
| Application Materials: | Send letter of interest to christine.manley@monroe.k12.or.us EQUAL OPPORTUNITY EMPLOYER. |
| Closing Date: | Open until filled. |

This recruitment announcement will be used to establish a list of qualified candidates to fill the current vacancies and may be used to fill future vacancies as they occur in the district.

– Monroe School District #1J – An Equal Opportunity Employer –

EOE. Monroe School District #1J does not discriminate on the basis of race, religion, color, sexual orientation, national origin, disability, marital or parental status, sex, or age, veterans' status, genetic information and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.