



Athletic Director/PE Teacher for PK-12 School

About Cascades Academy

Cascades Academy was founded in 2003 with a deep commitment to experiential learning, academic excellence, and community engagement. Now in its 22nd year, the school has grown to 250 students PreK-12 on its 52-acre award-winning campus. The school is excited to more fully realize its founding pillars while also deepening its commitment to diversity, equity, and inclusion, social-emotional learning, and community partnerships to inspire lifelong learners.

Cascades Academy values employees who are committed to our mission, are prepared to engage fully in a learning community, and are excited to bring their authentic selves to work. Cascades Academy's culture is highly collaborative and puts what is best for students at the center of the work. Regularly named one of the [Best Nonprofits to Work for in Oregon](#), our faculty and staff see each other as teammates and feel motivated to do their best work here.

Cascades Academy strives to cultivate and maintain a supportive, inclusive community for all employees and actively promotes a commitment to diversity, equity, inclusion, and anti-racism. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in the job description. We are most interested in finding the best candidate for the job and are eager to consider applications from groups traditionally underrepresented in independent school communities.

Position Description:

Athletics at Cascades Academy reflects both tradition and innovation, offering students a dynamic range of opportunities to explore their passions. From traditional sports to non-traditional programs like winter sports (skiing and snowboarding), rock climbing, mountain biking, and ultimate frisbee, our athletics program continues to grow and evolve with our community. The Athletic Director will be instrumental in shaping and leading this diverse and evolving program, overseeing and evaluating all aspects of intramural and interscholastic athletics across the school. Currently, this full-time position also includes teaching physical education for Grades 1 through 8.

AD Essential Duties:

- To organize and coordinate and coordinate off-campus athletic programs including traditional team sports, winter sports, rock climbing clubs, etc.
- To work with the Division Heads and students to encourage overall participation in athletics and engage in conversations with students that promote encouragement throughout each sport's season
- To ensure that all coaches are performing their duties at the very highest level of professionalism.
- To ensure that all coaching positions are filled with competent coaches who are properly trained in all organizational and philosophical aspects of the athletic program and meet OSAA certification requirements. In this connection, he or she will participate with the Head of School and the administrative team in employment decisions and faculty assignments.
- To maintain and revise the coaches' manual each year and set up appropriate meetings with the coaches to review the information and standards in detail.
- To ensure coaches have all materials and supplies needed to safely administer activities over the season (e.g. first aid kits, emergency contact info, any unique medical needs, etc.)
- To ensure the proper maintenance and security of all athletic equipment and athletic facilities, fields and courts, working in coordination with the Director of Business & Operations.
- To organize (and submit to the Director of Communications) regular information on the various programs for public recognition of athletic achievements.
- To prepare, submit, and administer a budget each year to fund the athletic programs of the school.
- To provide the scheduling of all athletic contests, arrange for athletic transportation, and hire all game officials.
- To ensure the school remains in good standing with all regional and state athletics associations by participating in annual and seasonal planning and reporting with officials.
- To represent the school at various state, regional and national athletic associations.
- To maintain records of team and individual athletic accomplishments and submit copies of the same to the Advancement Office for historical purposes. .
- To ensure and be responsible for the health and safety of all students in the athletic program.
- To ensure all student athletes have medical approvals to participate including sports physical forms and concussion forms.
- To oversee the distribution, collection, cleaning, repair, and storage of all athletic uniforms and equipment.

Duties, Responsibilities, and Expectations for PE:

- Plan a program of study appropriate for the age, individual needs, interests, and abilities of students
- Exhibit a commitment to the success of all students and the promotion of physical development and proper exercise habits

- Use a variety of instructional methods and materials to fully engage students in the learning process, including supporting sensitive students who may require alternative activities in order to be successfully engaged
- Knowledge and application of the skill progression for many sports at many levels in a developmentally appropriate way
- Assess the accomplishments of students regularly and write reports of student progress
- Develop and maintain a classroom environment conducive to learning through positive management of classroom behavior
- Work closely and collaboratively with classroom teachers, other specialists and the school community to advance physical education in the school
- Communicate clearly and positively with students, parents, staff, and the community
- Actively involve students in goal setting and the assessment process
- Take precautions to provide for health and safety of students and to protect equipment, materials, and facilities
- Organize class and division-wide athletic events such as pep rallies
- To perform other duties as assigned by the MS Head or Head of School.
- To support the school and its leadership.

Position Details

Title	Athletic Director/PE Teacher for PK-12 School
Reports to	Division Head
Start Date	7 October 2024 desired
Schedule	Full Time
Compensation	Dependent on experience
Benefits	<p>Cascades Academy offers the following benefits to all employees with a .75 or higher position:</p> <ul style="list-style-type: none"> ● Medical, vision & RX insurance for the employee ● Medical Expense Reimbursement Plan (MERP) ● Dental coverage at 75% school coverage ● 403b retirement plan with 4% employer match ● Opt-in pre-tax flexible FSA ● Opt-in AFLAC plans & remote ambulatory plans ● Paid vacation time ● 10 paid sick days and 2 personal days per year ● Professional development opportunities ● Free salad bar ● Free after school care for faculty/staff children who are current students ● Faculty and staff social opportunities

To apply, please upload a resume, cover letter, and two letters of reference onto the school website employment portal. <https://www.cascadesacademy.org/about/employment>
No phone calls, please.

It is the policy of Cascades Academy to provide equal employment opportunity, regardless of race, color, sex, age, national origin, religion, physical or mental impairment, sexual orientation, veteran's status or any other status protected by applicable law. Specifically, employment opportunities are and shall be open to all qualified applicants solely on the basis of their experience, aptitudes, abilities and training; advancement is and shall be based on the individual's achievement, performance, ability, attitude and potential for promotion.