

NESPELEM SCHOOL DISTRICT
Athletic Director



POSITION SUMMARY:

Paid via Stipend. Extracurricular Salary Schedule

SUPERVISOR:

Building Principal

ESSENTIAL FUNCTIONS:

Plans, administers and directs interscholastic athletic activities.

- Coordinates the interscholastic athletic program by assuring eligibility clearance and certification of participation of all student athletes (such as insurance, medical, and physical forms);
- Arranges and distribute athletic game and practice schedules;
- Arranges for all officials of interscholastic contests and provides a safe game atmosphere and dressing room/shower away from coaches, teams and fans;
- Attends all athletic association meetings;
- Arranges the details of traveling teams (transportation schedule and transfer list), meals, transportation, motels, finances and time;
- Assists with athletic publicity and liaison person with civic groups, including Booster Club;
- Responsible for all aspects of game management at all athletic events;
- Responsible for business management of athletic program including accounting of revenues and expenditures pertaining to athletic activities, development of annual budget and purchasing of all equipment and supplies (such as letters and state recognition pins/awards) as official purchasing agent;
- Responsible for coordinating and supervising the inventories of all athletic equipment;
- Arranges for an ambulance to bin in attendance of varsity football games;
- Makes all necessary arrangements for the use of non-school playing fields and facilities;
- Approves any rules that coaches expand upon outlined in the Athletic Eligibility Code, however, these rules may not be conflict or more severe than the Athletic Eligibility Code and assures distribution to each student-athlete and parent with a written copy of those rules, regulations, etc.,
- Aware of when coaches take student-athletes off campus for practice;
- Meets with all coaches at the start and end of each sport season to discuss areas of mutual concern, including budget and schedules;
- Meets with all coaches as a group regularly during the school year;
- Attends school board meetings when necessary;
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	<ul style="list-style-type: none"> ➤ Distributes to coaches annual up to date WIAA guidelines for their sport; ➤ Assists the administration in the selection of coaches; ➤ Supervises and evaluates as appropriate athletic coaches; ➤ Administers WIAA Coaches Standards arranging for clinics related to Coaching Standards; ➤ Responsible for news releases to the media concerning athletics; ➤ Take responsibility for and take reasonable precaution to protect life, health and well-being of all persons in the building; ➤ Maintains records as determined by state records retention information; ➤ Performs such other related duties as assigned
QUALIFICATIONS:	<p>Have the ability to:</p> <ul style="list-style-type: none"> ➤ Use effective oral and written communication skills. ➤ Listen and react professionally. ➤ Give and take directions. ➤ Work in noisy and crowded environments. ➤ Remain flexible to changes in assignments or situations. ➤ Work independently. ➤ Set priorities. ➤ Maintain accurate records and confidentiality at all times. ➤ Establish and maintain effective working relationships with students, staff, parent, and community. ➤ Deal with staff and others in a friendly, and confident manner. ➤ Accept responsibility and make decisions.
WORKING CONDITIONS & 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 accommodation may be made to enable individuals with disabilities to perform essential functions.</p> <p>The usual and customary methods of performing the job’s functions require the following physical demands:</p> <ul style="list-style-type: none"> ➤ Ability to regularly walk, sit, stoop, kneel, crouch, crawl, push, and pull. ➤ Ability to lift up to 30 lbs.
TERMS OF EMPLOYMENT	<p>Employment contingent upon successful clearance of a Washington State Patrol, FB fingerprint criminal history background check, and Sexual Misconduct background check.</p>
PROCEDURE:	<ul style="list-style-type: none"> • Application procedure can be found at http://www.nsdeagles.org – • Click on Job openings • Click on how to apply <ul style="list-style-type: none"> ➤ Position opens ➤ Position opened until filled ➤ Screening & Interviews TBD ➤ Position begins as soon as possible

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility.

Disclosure Statement and Record Check: Pursuant to Chapter 486, Washington Laws of 1987, the recommended applicant, if not a current regular employee, will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check, based on fingerprints, will be requested from the Washington State Patrol & FBI. Employment is conditional based upon completion of the record check.

The Nespelem School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance may be directed to the district's Title IX/RCW 28A.640 Officer and Civil Rights Coordinator-Tanya Bunting and Section 504/ADA Coordinator Keta Cline

Nespelem School District, P.O. Box 291, Nespelem, WA 99155. (509) 634-4541.

Nespelem School District is an Equal Opportunity Employer