

**NESPELEM SCHOOL DISTRICT**  
**.5 Athletic Director / .5 Health & Physical Education Teacher**



<p><b>POSITION SUMMARY:</b></p>	<p><b>NEA Union Certified Position</b>  <b>Work Year:</b> 144 Days / 8.75 Hrs per Day / 4-Days per Week plus applicable inservice, professional days, and professional responsibilities following the Nespelem School District academic and athletic calendar  <b>Salary Range:</b> \$53,070 - \$100,028  <b>Benefits:</b> Medical, dental, vision, basic long-term disability, basic life and A&amp;D insurance through the School Employees Benefits Board (SEBB).  <b>Retirement:</b> Eligibility is based on FTE and is provided through the Washington State Department of Retirement Systems (DRS).  <b>Sick Leave:</b> 12 days per year  <b>Personal Leave:</b> 3 days per year</p>
<p><b>SUPERVISOR:</b></p>	<p>Superintendent / Assistant Principal</p>
<p><b>GENERAL DESCRIPTION:</b></p>	<p>Nespelem School District is seeking a dynamic and student-centered educator to serve in a combined role as <b>.5 Athletic Director and .5 Health &amp; Physical Education Teacher</b>. This position provides leadership and oversight of the district's athletic programs while also delivering engaging health and physical education instruction.</p> <p>The ideal candidate will foster positive relationships with students, staff, families, coaches, and community members while promoting student wellness, physical fitness, leadership, sportsmanship, and social-emotional well-being. This position supports a safe, inclusive, and student-focused school environment aligned with district goals and Washington State standards.</p>
<p><b>TIMELINE:</b></p>	<p><b>Timeline:</b>          Position opens: May 28, 2026          First Screening: June 11, 2026 at 4:00pm          Open until filled</p> <p><b>Nespelem School District is an Equal Opportunity Employer</b></p>
<p><b>ATHLETIC DIRECTOR RESPONSIBILITIES:</b></p>	<p><b>Athletic Program Oversight</b></p> <ul style="list-style-type: none"> <li>• Organize, coordinate, and supervise district athletic programs for grades 5–12.</li> <li>• Ensure compliance with district policies, league requirements, and Washington Interscholastic Activities Association (WIAA) rules and regulations.</li> <li>• Represent the district at Athletic Director meetings and communicate relevant information to administration and coaches.</li> <li>• Promote positive sportsmanship, leadership, academic success, and student safety within athletic programs.</li> <li>• Monitor student-athlete eligibility requirements, including academics, attendance, and physical participation requirements.</li> </ul> <p><b>Coach Supervision</b></p> <ul style="list-style-type: none"> <li>• Recruit, supervise, and evaluate coaches in collaboration with administration.</li> <li>• Ensure coaches maintain required certifications, training, and compliance documentation.</li> <li>• Provide support, guidance, and oversight to coaching staff regarding program expectations, communication, safety, and student supervision.</li> <li>• Coordinate preseason meetings and ongoing communication with coaching staff.</li> </ul> <p><b>Scheduling &amp; Facilities Coordination</b></p> <ul style="list-style-type: none"> <li>• Coordinate schedules for athletic contests, practices, transportation, and facility usage.</li> <li>• Collaborate with district staff regarding gymnasium and field scheduling.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain and communicate athletic schedules to students, families, staff, and the community.</li> <li>• Assist with supervision and organization of home athletic events.</li> </ul> <p><b><u>Equipment &amp; Budget Management</u></b></p> <ul style="list-style-type: none"> <li>• Maintain athletic equipment inventory and oversee proper storage, maintenance, and replacement of equipment and uniforms.</li> <li>• Assist with development and management of the athletic department budget.</li> <li>• Ensure district purchasing procedures are followed for athletic equipment and supplies.</li> </ul>
<p><b>HEALTH &amp; PHYSICAL EDUCATION RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Develop and implement engaging, standards-based Health and Physical Education curriculum aligned with Washington State standards.</li> <li>• Provide instruction that supports a range of student abilities through differentiated instruction.</li> <li>• Teach concepts related to physical fitness, healthy lifestyles, nutrition, emotional wellness, personal safety, teamwork, and human growth and development.</li> <li>• Maintain a safe, respectful, and inclusive classroom and gym environment.</li> <li>• Monitor and assess student progress using formative and summative assessments while maintaining accurate records.</li> <li>• Foster positive relationships with students and support social-emotional learning.</li> <li>• Collaborate with staff, counselors, and families to support student success and positive behavior.</li> <li>• Participate in school activities, professional learning communities (PLCs), staff meetings, and ongoing professional development.</li> <li>• Communicate regularly with families regarding student progress, participation, and well-being.</li> </ul>
<p><b>QUALIFICATIONS:</b></p>	<p><b><u>Minimum Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree in Education or related field.</li> <li>• Valid Washington State Teaching Certificate with Health/Fitness endorsement.</li> <li>• Current First Aid/CPR Certification, or ability to obtain upon hire.</li> <li>• Criminal justice fingerprint clearance.</li> <li>• Demonstrated experience supporting student engagement, supervision, and positive behavior systems.</li> <li>• Strong communication, collaboration, and organizational skills.</li> </ul> <p><b><u>Preferred Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• Recent experience with interscholastic athletics, extracurricular programs, or athletic administration.</li> <li>• Up to date knowledge of Washington Interscholastic Activities Association (WIAA) regulations and athletic program management.</li> <li>• Recent experience with PBIS, restorative practices, or social-emotional learning frameworks.</li> <li>• Recent experience supervising school activities, events, or athletic program</li> </ul>

<p><b>WORKING CONDITIONS &amp; PHYSICAL REQUIREMENTS:</b></p>	<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. The usual and customary methods of performing the job's functions require the following physical demands:</p> <ul style="list-style-type: none"> <li>• <b>Mobility:</b> While performing the duties of this job, the employee is regularly required to stand and walk for prolonged periods of time, push or pull 50 lbs., sit, kneel and crouch, twist and bend, use hands to type, finger, handle, or feel; and reach with hands and arm.</li> <li>• <b>Sense:</b> The employee is required to talk/hear conversations and other sounds. The employee must be able to communicate effectively in person and over the telephone. Specific vision abilities required by this job include close vision, far vision, color vision, peripheral vision, depth perception and the ability to adjust focus.</li> <li>• <b>Lifting:</b> The employee must be able to lift or move up to 25 lbs. regularly and occasionally up to 100 lbs.; must also be able to lift overhead. The employee may be required to physically move quickly in an emergency or while performing student supervision duties.</li> <li>• The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. <b>Physical Hazards:</b> While performing the duties of this job, the employee must be able to work outdoors in a wide variety of temperatures; from -10 degrees F to 100 degrees F+. The employee may be exposed to wet and/or humid conditions. The noise level in this work environment is moderate.</li> </ul>
<p><b>TERMS OF EMPLOYMENT</b></p>	<p>Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check. . . Position is continuing and begins during the school year. Familiarity and willingness to adhere to the new Washington State Evaluation System and District adopted instructional framework</p>
<p><b>PROCEDURE:</b></p>	<p>Application can be found at <a href="http://www.nsdeagles.org">http://www.nsdeagles.org</a></p> <p><b>Completed Application Consists of:</b></p> <ul style="list-style-type: none"> <li>• Letter of Application</li> <li>• District Application</li> <li>• Resume</li> <li>• Three Current Letters of Recommendation (within the last year)</li> </ul> <p><b>Download, print, and send your application to:</b>  Nespelem School District  PO Box 291  Nespelem, WA 99155</p> <p><b>OR...Email to:</b>  Linda Descoteaux, <a href="mailto:ldescoteaux@nsdeagles.org">ldescoteaux@nsdeagles.org</a></p>
<p>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 &amp; 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 and Section 504/ADA Coordinator.</p> <p style="text-align: center;"><b>Nespelem School District, P.O. Box 291, Nespelem, WA 99155. (509) 634-4541.</b>  <b>Nespelem School District is an Equal Opportunity Employer</b></p>	

