

OLYMPIA SCHOOL DISTRICT NO. 111
Job Category: Unrepresented – Exempt - Classified
Posting Dates: September 6 – 19, 2017

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested district employees may submit a transfer request by calling the District Personnel Office at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Site High School Athletic Director	8.0 hpd/One-Year Only	Capital High School
<p><i>Provide leadership, supervision and organization for high school and feeder middle school athletic programs. The athletic director will foster a healthy and respectful culture with high expectations for athletes, staff and parents established through positive and on-going communication. Experience Requirement: direct experience in athletic/sports administration and/or school administration and coaching experience at the high school or above level – head coaching preferred.</i></p> <p>Annual Salary: To Be Determined</p>		

Job Purpose Statement: The job of "Site High School Athletic Director" is done for the purpose/s of providing leadership, supervision, and organization of the high school and feeder middle school(s) interscholastic athletic program, as well as direct supervision of coaches at the high school level. Further, it is expected that the site athletic director will foster a healthy and respectful culture with high expectations of athletes, staff and parents established through positive and on-going communication.

Essential Job Functions:

- Ensure compliance with all rules and regulations of the district, WIAA, and the NFHS by all coaches and students at both the high school and feeder middle school(s) and report any suspected and/or confirmed violations to the District Director of Health, Fitness and Athletics, league and WIAA District.
- Ensure compliance with all state and federal regulations related to the conduct of athletic programs and student rights at both the high school and feeder middle school levels.
- In direct coordination with the District Director of Health, Fitness and Athletics, and following contract protocol, investigate and respond to any and all complaints made against a coach.
- Communicate all issues related to staff discipline and/or complaints, WIAA rule violations, and evaluations with the principal, Director of Health Fitness and Athletic Programs and Director of Human Resources.
- Ensure all equipment, supplies and facilities are used and maintained in a safe and appropriate manner.
- Submit recommendations and requests for repair and maintenance of athletic facilities to the District Director of Health, Fitness and Athletic Programs.

- Develop, coordinate, monitor and revise the interscholastic athletic schedules for all sports with league and non-league schools and building coaches for both the high school and feeder middle school programs.
- Submit all athletic schedules and release times to coaches, parents, building staff and District Director of Health, Fitness and Athletic Programs at the beginning of each sports season and coordinate the process for updates and revisions in schedules to be communicated to students, parents, staff and media at both the high school and feeder middle schools.
- Arrange for and confirm transportation of athletic teams for events played away from the school site location at both the high school and feeder middle school level.
- Arrange for and confirm all officials for home athletic contests at both the high school and feeder middle school levels.
- Receive and respond, per contract protocol, to building level concerns filed by coaches related to misinterpretation or misapplication of the OEA-AAA agreement.
- Develop schedules and monitor use of school facilities for athletic events and practices following established district and building protocol.
- Coordinate and provide direct on-site assistance and monitoring during each seasonal eligibility clearance process and provide assurance that all students cleared for participation.
- Conduct academic eligibility grade checks on each established date, daily attendance checks, individual student follow-up as related to all aspects of eligibility and provide assurance that all individuals are cleared for participation.
- Coordinate and communicate with coaches, district/building administrators related to student discipline issues and appeal processes. Maintain written summary of all student discipline investigations and action taken as a result of the investigation.
- Administer and ensure all phases of game management -- facility set-up, equipment, and staffing -- for home games (with the exception of home football and playoff games held at the district stadium; unless requested by district Director of Health, Fitness and Athletic) have been completed.
- Attend home contests (unless prior approval is given by building principal and/or when attendance at "away" contests is required) and participate in the game management process.
- Attend all league meetings and other related meetings (WIAA, WIAA District) as requested and necessary for both the high school and middle schools.
- Attend all district (OSD) athletic meetings as scheduled and/or requested.
- Participate and assist in the development and implementation of district athletic programs at both the high school and middle school level.
- Coordinate with coaches, ASB advisors and building administrators regarding business management of the athletic programs; including accounting for revenues and expenditures for athletic events, purchasing of all athletic equipment and supplies and development of annual athletic budgets.
- Ensure the seasonal inventory of all athletic equipment and supplies..
- Communicate on a regular basis with students, parents, coaches, building staff, district/building administrators regarding all aspects of the building athletic program at both the high school and feeder middle schools.
- Coordinate with coaches in the development and conduct of orientation meetings for athletes and parents prior to the first day of practice for each sport at both the high school and feeder middle school(s).
- Conduct pre and mid-season meetings with all coaching staff (head and assistant coaches) at both the high school and feeder middle schools(s).

- Arrange for and participate in building professional development trainings for coaches and athletic program staff.
- Develop and maintain a building athletic web page.
- Coordinate all personnel issues, resignations/retirements, job posting and discipline with the District Director of Health, Fitness and Athletic Programs.
- Coordinate with building coaches and district/building administrators in the recruitment and selection process for available coaching positions.
- Conduct annual observations and evaluations of all high school head and assistant coaches, as per contract and make recommendations for renewal or non-renewal to building, the principal and district Director of Health, Fitness and Athletics.
- Communicate all OSD Athletic Code, WIAA violations, student discipline and parental concerns to the building principal.
- Document and maintain written confirmation for the clearance of all volunteer coaches.
- Coordinate with coaches end of the season events and letter awards.
- Coordinate with coaches regarding student communications with colleges and universities.
- Complete and submit all WIAA scholastic reports within WIAA seasonal timeliness.
- Maintain and ensure all WIAA "Coaching Certification" and report compliance to the WIAA District Director of Health, Fitness and Athletics on an annual basis at both the high school and feeder middle school level.
- Ensure and monitor compliance of all coaches, paid and volunteer, with certification requirements for First Aid/CPR and Concussion and Head Injury, sudden cardiac arrest, WIAA rules test, and additional OSD training requirements at both the high school and feeder middle schools.

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Participates in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements.

Job Requirements - Qualifications:

- Experience Required: Prior direct job experience in athletic/sport and/or school administration
- Experience Required: Prior coaching experience at the high school or above level; head coach preferred
- **Skills, Knowledge and/or Abilities Required:**
- Skills to motivate students communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance.
- Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parents, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/accommodation/ field of vision.

Application Procedure for out of district candidates

Apply through Public Schools Personnel Cooperative @ www.teachinginwashington.com

*If you share our commitment to provide challenging opportunities
For all students to be successful, we'd like to hear from you!*

Olympia School District 1113 Legion Way SE Olympia, WA 98501
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity: The Olympia School District No. 111, does not discriminate on the basis of age, race, creed, color or national origin, gender, marital status, or non-job related physical, sensory or mental handicap in its educational programs, activities, employment procedures and personnel practices as required by state and federal laws. Experience and expertise in working with individuals from diverse backgrounds are desirable in applicants for all district positions. Inquiries or complaints regarding compliance with these laws should be directed to Affirmative Action Officer, Scott Niemann, Olympia School District No. 111, 1113 Legion Way S.E., Olympia, Washington 98501 (360) 596-6185. Complaint forms are available from the Affirmative Action Officer for concerns in the regulated areas of Affirmative Action, Title IX (Education Amendments of 1972) and Section 504 (Vocational Rehabilitation Act of 1973). The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.