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| **Job Posting at Clover Park School District** |
| **Scott Nordi has sent you this job posting.**  [**Athletic Director - 20211201**](https://cloverpark.tedk12.com/hire/viewjob.aspx?jobid=9886)    **This position is for the 2020-21 school year.**  **FTE** - 1.0  **I. IDENTIFYING INFORMATION** A. Job Title:                                     B. Classification Level  High School Athletics Director                 Stipend   C. Reports to:  Building Administrator  **II. SUMMARY OF ASSIGNMENT** This position works closely with students, parents, administrators and the community to provide primary leadership and ensure safety in the school’s athletic programs.  The incumbent will promote and market involvement in student activities and athletics and will coordinate overall District programs in conjunction with middle school activity coordinators.  **III. ESSENTIAL FUNCTIONS** 1. Provides daily supervision and leadership for all interscholastic athletic programs. 2. Develops and monitors the ASB athletic budget and recommended expenses. 3. Coordinates the building athletic calendar. Coordinates transportation with District officials for all athletic events and monitors cost. 4. Represents the school at Clover Park School District, Seamont League, West Central District, and Washington Interscholastic Activities Association (WIAA) meetings, as necessary. 5. Implements all WIAA regulations, directly tracks and monitors eligibility of all participating athletes and represents the school at WIAA athletic eligibility hearings, as necessary.  Interprets school, District, WIAA and NCAA policies and rules for students, parents, and coaches. 6. Supervises WIAA coaches certification and provides periodic reports to WIAA in conjunction with other high school Athletic Directors.  Monitors and tracks all coaches under his/her direct supervision ensuring current WIAA certification. 7. Participates in recruitment, screening, and interviews for all coaches, activity advisors, and other employees for the athletics and activity programs. Makes recommendations for hire to building administrator. 8. Assists middle school principals and building coordinators with administration of athletic programs. 9. Supervises after school activities and athletic events.  Observes coaches at practices and contests. Evaluates and counsels coaches to promote positive and professional behavior, implementing improvement plans when necessary.  10. Evaluates activities and athletic programs for safety and effectiveness and makes appropriate recommendations.  Conducts meetings of coaches, parents, and athletes. 11. Maintains inventory and storage of equipment and training supplies for all sports. 12. Coordinates athletic award programs.  Prepares list of awards and letters for winners. 13. Arranges for officials. 14. Arranges for workers for athletic events and reports hours to ASB accountant. 15. Coordinates post-season athletic events with league, West Central District, and WIAA, to include managing events and tournaments. 16. Monitor and report extended season work and pay for coaches and activity advisors. 17. Coordinate facility use and preparation for athletic practices and contests, to include coordinating with District level maintenance and grounds personnel. 18. Promotes “culture of sportsmanship, integrity, respect, loyalty and academic achievement” by all athletes.   19. Communicates with area media to promote programs and provide schedule of events, and general information. 20. Coordinates scheduling of team pictures. 21. Performs related duties as assigned by building administrator. The essential functions listed above are not exhaustive and may be supplemented as necessary.  The position may perform a variety of non-essential functions consistent with the scope and intent of the position.  **IV. MINIMUM QUALIFICATIONS** A. Education and Experience 1. Three years of successful experience providing leadership to school-wide activity and/or athletic programs at the high school level. 2. Three years of successful experience as a high school head coach. 3. Three years of successful teaching experience.   B. Required Knowledge, Skills and Abilities 1. Knowledge of the legal aspects of implementing public education programs especially as it pertains to high school athletics and activities. 2. Knowledge of personnel selection especially as it pertains to high school activity and athletic programs. 3. Ability to develop and monitor ASB athletic budgets, preferred. 4. Ability to implement District policies and WIAA rules and regulations. 5. Ability to evaluate and ensure the safety and effectiveness of high school athletic and activity programs. 6. Ability to supervise after-school activities and athletic events. 7. Ability to communicate effectively with parents, staff, and students. 8. Ability to resolve conflict between or among students, coaches, teachers and/or parents. 9. Demonstrated exemplary organizational skills and task orientations. 10. Ability to work standard teacher work year plus ten (10) additional days before, during and /or after the regular school year at his/her per diem rate of pay.  Additional days beyond the 10 may be required by the principal.   C. Certification and Licenses  1. Washington State Certificate 2. Valid Washington State driver’s license and proof of insurance.  **V. WORKING CONDITIONS** Work will be accomplished in a normal office/school environment and on athletic field and other outdoor sites.  Exposure to constant and extreme noise at school and athletic events. Normal exposure to dust and fumes inside school building.  Greater than normal exposure at swimming pools, athletic events, and other school sponsored outdoor activities. Normal use of hands, arms, and legs is required.  Exposure to frequent interruptions. Ability to lift 40 pounds.  Ability to work evenings and weekends.  Required to travel in and out of district.   FLSA:  Exempt                             AFFILIATION: CPEA JOB CLASS:  Certificated  [Apply Now](https://cloverpark.tedk12.com/hire/viewjob.aspx?jobid=9886) |
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