

WISHKAH VALLEY SCHOOL DISTRICT #117
4640 Wishkah Road
Aberdeen, WA 98520

JOB DESCRIPTION-ATHLETIC DIRECTOR

POSITION: ATHLETIC DIRECTOR

REPORTS TO: BUILDING PRINCIPAL & SUPERINTENDENT

Position Summary:

The responsibilities of the athletic director is to provide overall guidance, supervision and support to students and coaches. This requires the athletic director to have a comprehensive understanding of OSPI teacher regulations, WIAA regulations and experience as a coach.

Primary Duties:

1. Establish policies and procedures for the athletic department.
 - Student Athletic Handbook
 - Coaches Handbook
 - Other forms and processes required for maintaining inventory, end of year celebrations, documentation for athletic participation, etc.
 - Maintain a physical status document for athletic participation.
2. Order materials for athletic department.
3. Maintain a database for coaches' certifications.
4. Organize and have a seasonal organizational meeting with coaches and student/parents.
5. Coordinate with district maintenance and supervision staff in the preparation of athletic sites for contests.
6. Create event brochures for contests as identified. (football, volleyball, basketball).
7. Work cooperatively with building staff, students, and parents/guardians.
8. Create athletic schedules for all sports.
9. Arrange for event supervision.
10. Attend monthly Coastal 1B League meetings.
11. Attend home contests or have a designee attend in the absence of Athletic Director.

12. Comply with all district policies, building procedures and schedules.
13. Evaluate coaches during and at the end of the season.
14. Perform other duties as assigned by building administrator.

Minimum Qualifications:

1. High School Diploma
2. Pass a WSP/FBI fingerprint criminal background clearance (applicant's expense)
3. Preferred but not required- proof of current First Aid/CPR card
4. Experience as a coach or athletic director

Knowledge/Skills/Abilities:

1. Possess a general understanding of OSPI and WIAA regulations.
2. Ability to plan, direct and support the athletic department.
3. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands/Work Environment:

While performing the duties of this job, the employee is frequently required to walk, stand and sit with students/coaches. The employee may frequently be required to bend or twist and pick up items.

State/District Mandated Requirements:

1. Fingerprinting (cost of paid by employee)
2. Attend required trainings as directed (paid by district)

Evaluation: The Athletic Director will be evaluated on an annual basis.

Equity & Non-Discrimination Notice: Wishkah Valley School District does not discriminate in any program 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.