



**District Office**  
Nancy Lotze, Superintendent  
P.O. Box 129  
Metaline Falls, Washington 99153  
Phone: (509) 446-2951  
FAX: (509) 446-2929

June 25, 2024

## JOB ANNOUNCEMENT

# High School Cross Country Coach

### QUALIFICATIONS:

1. BA Degree, education preferred, but not required.
2. Current State of Washington teaching certificate preferred, but not required.
3. Ability to meet WIAA coaching standards.
4. Valid first aid card.
5. Cross Country coaching experience preferred.

### START DATE:

August; 2024-25 Season

### REPORTS TO:

Athletic Director/Selkirk High School Principal

### JOB GOAL:

To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

### PERFORMANCE RESPONSIBILITIES:

1. Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
2. Plans and schedules a regular program of practice in season and has responsibility for a summer program.
3. Works closely with the athletic director in scheduling contests.
4. Recommends purchase of equipment, supplies, and uniforms as appropriate.
5. Maintains necessary attendance forms, insurance records, and similar paperwork.
6. Oversees the safety and playing conditions of the facility or area in which, the assigned sport is conducted at all times that students are present.
7. Establishes performance criteria for eligibility in competition in track.
8. Enforces discipline and sportsmanlike behavior at all time, and establishes and oversees penalties for breach of such standards by individual students.
9. Complete the WIAA Coach's Educational Program including sport-specific requirements.

**SALARY:** \$3,000

**CLOSING DATE:** Open until a suitable candidate is found.

**APPLICATION:**

To be considered, please submit the following to the Selkirk School District Office at 219 Park Street, PO Box 129, Metaline Falls, WA 99153 (509) 446-2951:

- Letter of Application
- Completed Selkirk School District application form

**EMPLOYMENT INFORMATION:**

Selkirk School District is an affirmative action, equal opportunity employer. Persons with a disability who need assistance in the application process or those needing the announcement in an alternative format may call Angelina Johnson at (509) 446-2951. Candidate offered the position will be required to complete a Washington State Patrol/FBI fingerprint background check and Department of Social and Health Services criminal history and background inquiry check. Employees of the Selkirk School District must abide by all of the agency's policies, including maintaining a smoke and tobacco-free work environment and a drug-free workplace.

Selkirk 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. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights/504 Coordinator, Nancy Lotze, 509-446-2951, [nlotze@selkirk.k12.wa.us](mailto:nlotze@selkirk.k12.wa.us) and Title IX Coordinator, Amanda Burnett, 509-446-3505, [aburnett@selkirkschools.org](mailto:aburnett@selkirkschools.org). PO Box 129, Metaline Falls, WA 99153.

**Title IX**

Amanda Burnett  
Selkirk Jr/Sr High School  
10372 Highway 31  
Ione, WA 99139  
(509) 446-3505

**Section 504 Coordinator/Civil Rights Officer**

Nancy J. Lotze  
Selkirk School District  
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