



Every Student Matters, Every Moment Counts

Morton School District #214

PO Box 1219

Morton, WA, 98356

P: 360-496-5300 F: 360-496-5399

www.morton.k12.wa.us

Morton Jr/Sr High School

152 Westlake Avenue

P: 360-496-5137 F: 360-496-6035

Morton Intermediate School

152 Westlake Avenue

P: 360-496-5137 F: 360-496-6035

Morton Elementary School

400 Main Avenue

P: 360-496-5143 F: 360-496-0327

Job Title: **Interim Athletic Director**

Reports To: **Superintendent**

Job Summary

This position is responsible for directing and coordinating all athletic events and activities of the Jr/Sr High School. Such duties may include academic counseling, grade checks, clerical paperwork duties, coordination with local healthcare providers, training of staff, scheduling of event paid and volunteer staff, setting up facilities, supervision at events, supervision, and evaluation of coaching and activities staff, and participating in and coordinating the use of facilities.

Essential Duties and Responsibilities

The essential duties and responsibilities of this position include the following:

1. Follows and maintains knowledge of all district policy(ies) and procedures.
2. Works to resolve students' educational challenges.
3. Assumes responsibility for the scheduling of all interscholastic athletic events and activities.
4. Actively participates in and attends various school, district, regional, and state committees and trainings.
5. Supervises, directs, and evaluates the coaching staff to ensure that proper practice schedules are maintained, WIAA rules are adhered to by all athletic teams, and district policies and practices are adhered to.
6. Arrange for officials and assume general responsibility for properly supervising home games.
7. Supervises the coaches in cleaning, storing, and maintaining all athletic equipment and uniforms, including updating inventories.
8. Work with the building principal to develop, establish, manage, and modify the student-athlete conduct systems.
9. Leads and coordinates the hiring process of all coaching positions.
10. Respond to personnel issues to clarify issues and implement actions to address needs.
11. Guides students in their participation in school and community activities.
12. Provides professional development to all coaches and staff(s) regularly, including the scheduling of First Aid/CPR/AED courses and certification.
13. Advises administration and faculty on matters of student discipline.
14. Issues student-athlete discipline and follows through on paperwork and process as needed.
15. Assists administration in implementing policies and rules governing student life and conduct.
16. Develops and implements appropriate rules and regulations governing athletic activities, participants, and observers.
17. Promptly report any serious accident or illness affecting students or any incident that might affect the school, teachers, or students therein.
18. Takes all responsible precautions to protect the student's health and safety and protect equipment, materials, and facilities.
19. Ensures that proper form(s) (insurance, attendance, medical) are obtained and current for students.
20. Ensures that all student-athletes are eligible, insured, and have paid fees.

The Morton 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: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)

21. Appropriately maintains and secures confidential records and inquiries.
22. Maintains appropriate certifications and training hours, as required.
23. Professionally represents the school and the District in interactions with parents, community, staff, and students.
24. District liaison between league, district, local, and state athletic authorities.
25. Interacts thoughtfully and courteously with students, staff, and parents and professionally resolves conflict.
26. Works with staff and students in goal and responsibility development.
27. Arranges transportation for athletic participants.
28. Complies with applicable district, state, local, and federal laws, rules, and regulations.
29. Attends work regularly and is punctual.
30. Other duties as assigned.

Marginal Duties and Responsibilities

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attend and sometimes lead in-service training.
- Reports issues to authorities as necessary, animal control, suspicious activity, etc.
- Assists as a backup coach, if needed.
- Inspects facilities and athletic fields for health and safety concerns.
- Supervises all athletic events.

Supervisor Responsibilities

Supervises, evaluates, and directs the work of athletics and activities personnel according to District policy. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience: Bachelor's degree (B.A.) from a four-year college or university; or at least one-year related experience or training; or equivalent combination of education and experience is strongly preferred. Master's degree (M.A.) or equivalent is preferred. Prior successful experience working in school administration and/or coaching positions is required.

Interpersonal Skills: Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit; demonstrated ability to meet deadlines consistently; ability to multitask and handle several ongoing tasks without a decline in performance; demonstrated ability to work with staff, students, and parents successfully.

Language Skills: Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students, personnel, and the community. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals, and governmental regulations. Ability to write routine reports and correspondence.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to respond to situations in a proactive manner. Ability to interpret technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

Computer Skills: General knowledge of computer usage and ability to use email, internet, and word processing software, spreadsheets, Google Docs, Microsoft Office, WSIPC, Skyward, Qmlativ, and EDS. Ability to type accurately and proficiently. Also able to properly use other software and internet sites/applications as necessary for this position.

Other Skills and Abilities: Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical, and cognitive development of all students. Strong background in the rules and regulations of school athletic sports. Possesses knowledge of effective behavior management methods. Ability to delegate responsibilities and meet timelines. This work requires working non-standard hours to attend games and assist as needed.

Certificates, Licenses, Registrations: Certificates as determined by the district. Must have a valid Washington Driver's License.

Physical Demands

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or free and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or crouch. The employee must lift and/or move up to 25 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, the ability to adjust focus, and peripheral vision.

Work Environment

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment combines a standard office setting, including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually moderate but occasionally high, depending on the student population and activities. The employee is may be exposed to wet or humid conditions and/or outdoor weather conditions, depending on the activities. The employee may be exposed to bloodborne pathogens.

Other

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with this job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) whenever it deems advisable.