

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

High School Athletic Coordinator

Purpose of the Job

To develop, implement and evaluate the high school athletic programs and activities.

Essential Job Functions

1. Schedules all high school athletic events, including transportation to and from each event.
2. Serves as Game Manager for all home athletic events, including scheduling officials, security guards, ticket takers and ticket sellers, clean up crew.
3. Attends and supervises all home athletic events that charge a gate and any others that may require supervision.
4. Administers and suggests revisions to coaching handbook that contains rules, regulations, expectations, evaluations and procedures for the district's athletic programs.
5. Assures compliance with all Title IX, District, League and WIAA rules and regulations.
6. Evaluates head coaches and supervises the evaluation of assistant coaches of each sport each season.
7. Works in an advisory capacity with the high school booster club.
8. Attends workshops addressing innovative ideas, new coaching techniques and research regarding athletics and shares information with appropriate coaches.
9. Prepares and maintains high school athletic budget.
10. Works in conjunction with the Director of Maintenance in obtaining services for existing athletic facilities and in developing of new athletic facilities.
11. Attends League, and West Central District meetings as required..
12. Attends regularly scheduled meetings with District Athletic Director.
13. Works with District Athletic Director to coordinate professional development and in-service training: including liability issues, CPR/First Aid, certification of coaches, etc.
14. Works with all building athletic coordinators to schedule events on shared facilities for practice or contests.
15. Conducts seasonal coaches meetings to train staff on policies and procedures.
16. Conducts season parent information nights (Meet the Vikings; Meet the Buccaneers)
17. Performs related duties as assigned.

Qualifications:

Education & Experience:

1. Washington State Teaching Certificate with appropriate endorsement.
2. Minimum of three years' prior successful secondary teaching experience.
3. Successful coaching experience at junior high or high school level.
4. Advanced degree in Athletic Administration preferred.

Knowledge, Skills & Abilities:

1. Knowledge of WIAA rules, NKSD Athletic Handbook, and league policies & procedures.
2. Demonstrated ability to:
 - mentor coaches.
 - facilitate positive communication with individuals from varied educational/cultural backgrounds and direct support personnel

- evaluate coaching performance
- maintain records
- meet schedules and deadlines
- work cooperatively and encourage parents and community members to become meaningfully involved in high school athletic programs

Licenses, Certificates & Special Requirements:

Reporting Relationship:

The position of High School Athletics Coordinator reports directly to the High School Principal/Designee.

Conditions of work:

Requires standing and walking for prolonged periods, lifting/carrying, and reaching/handling; requires work outdoors; exposure to inclement weather; exposure to body fluids and childhood illnesses.

Union Affiliation:

NKEA

FLSA Status:

exempt

Salary Range:

NKEA Co-Curricular
Stipend Schedule

Job #

NKEA

Job History:

Created: 7/18/03; Revised 12/11/06; Revised 2/6/08

Immediate Supervisor

Date

Director of Human Resources

Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice