

The Payette School District has the following opening for the 2017-2018 school year:

ASSISTANT ATHLETIC DIRECTOR

QUALIFICATIONS

1. Idaho Teaching Certification
2. Minimum experience in organizing and administering an athletic program as determined by the Board
3. Strong background in coaching and athletic rules
4. Works well with students, staff, and the public
5. Excellent organizational skills
6. Excellent interpersonal and communication skills
7. Models fair play and respect
8. Able to maintain a positive environment and high standards of conduct for athletes
9. Treats all athletes fairly and equally
10. Able to work under pressures and deadlines
11. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

High School Principal and Athletic Director

JOB SUMMARY

To provide leadership and coordination among the various teams and extracurricular groups to facilitate programs that provide young people with a variety of programs for personal recreation, knowledge of such activities, physical training, and development of values including a sense of fair play.

MAJOR DUTIES AND RESPONSIBILITIES

Managing Extracurricular Events

1. Oversee all extracurricular events and activities or, if unable to attend an event, find a substitute to oversee the activity
2. Prepare and distribute an activity and special events calendar
3. Prepare programs for all appropriate extracurricular events
4. Arrange for team and club pictures for league, district, and state tournaments
5. Arrange with the building principal for the cancellation or postponement of home events due to adverse weather conditions
6. Plan and supervise all awards and banquets and assume general coordination of those events
7. Arrange field and gym practice schedules, and schedule all athletic events
8. Assume responsibility for providing officials, ticket takers, and other personnel necessary for all home games and other extracurricular activities
9. Arrange all details of visiting teams' and officials' needs
10. Prepare facilities for athletic events such as setting up score tables, bleachers, ticket taker tables, and locker rooms
11. Oversee facility clean-up such as in the high school gym, locker rooms, hospitality rooms, and outdoor fields and facilities
12. Arrange transportation and housing for all extracurricular events, and communicate with the transportation supervisor regarding busing needs for off-campus events
13. Schedule all departure times for athletic events after meeting with administrators, coaches, and club advisors
14. Be responsible for compliance with Board-adopted emergency medical procedures for all practice sessions and competitive events
15. Coordinate use of high school athletic facilities by groups outside the school in conjunction with the building principal

Records & Finances

1. Monitor each student's eligibility to participate in athletic activities according to IHSAA rules and relevant federal and state law, administrative rules, and Board policy
2. Establish physical and academic requirements for eligibility to participate in each sport, and verify each student's eligibility
3. Obtain written parent permission for students to participate as required
4. Secure IHSAA approval for transfer students
5. Ensure each sport has an up to date team roster and that it is sent to all participating schools
6. Prepare and administer the extracurricular program budget
7. Supervise all ticket sales and fundraising events of the extracurricular program
8. Request all cash boxes needed for event gates and concessions, and secure cash boxes after events according to school procedures
9. Maintain records of athletic contests and a record of all award winners, stating the date and type of award, including athletic scholarships
10. Administer and coordinate membership requirements and financial activities of all school-sponsored clubs

Other

1. Represent the school in all conference and state extracurricular meetings
2. Perform duties of Admin of Record
3. Supervise the care, maintenance, and storage of all athletic equipment and supplies Coordinate with coaches and the principal to determine uniform and equipment needs, ordering when necessary
4. Oversee drug testing of student athletes
5. Require coaches to check in uniforms and equipment at the end of each sport season, keeping an accurate inventory
6. Keep the building principal informed of activities and any issues that may arise
7. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
8. Seek assistance should emergencies arise
9. Represent the school district in a positive manner
10. Know and follow school district policy and chain of command
11. Perform other duties as assigned

Internal candidates need only to submit a letter of interest stating qualifications.

External candidates may submit application, cover letter, resume, and (3) current letters of recommendation to:
Tammi Griffin
Payette School District
20 N 12th St
Payette, ID 83661
tagriffin@payetteschools.org

Applicant must pass a background check.

For applications contact: Tammi Griffin, District Administrative Assistant, 208-642-9366 or e-mail tagriffin@payetteschools.org or download applications from the Payette School District Website www.payetteschools.org

Payette School District is an Equal Opportunity Employer, as defined and required by state and federal laws.

Positions are open until filled.