

VACANCY ANNOUNCEMENT

Salmon School District #291 is seeking qualified candidates for the position of
Athletic Director
for the 2022-23 school year

The job is located at the Salmon Jr. Sr. High School. This is a part time position.

JOB DESCRIPTION:

Major Duties and Responsibilities

- Oversee all extracurricular events and activities or, if unable to attend an event, find a substitute to oversee the activity
- Prepare and distribute an athletic events calendar
- Prepare programs for all appropriate extracurricular events
- Arrange for team and club pictures for league, district, and state tournaments
- Arrange with the building principal for the cancellation or postponement of home events due to adverse weather conditions
- Coordinate field and gym practice schedules, and schedule all athletic events
- Assume responsibility for providing officials, ticket takers, and other personnel necessary for all home games and other extracurricular activities
- Arrange all details of visiting teams and officials needs as appropriate
- Prepare facilities for athletic events such as setting up score tables, bleachers, ticket taker tables, and locker rooms
- Arrange transportation and housing for all extracurricular events, and communicate with the transportation supervisor regarding busing needs for off-campus events
- Schedule all departure times for athletic events after meeting with administrators, coaches, and club advisors
- Be responsible for compliance with Board- adapted emergency medical procedures for all practice sessions and competitive events
- Coordinate use of high school athletic facilities by groups outside the school in conjunction with the building principal

Supervisory Duties

- Assist in screening and hiring of all athletic personnel
- Conduct a coach meeting at the beginning of each sports season to communicate federal and state law, administrative rules, Board Policy, and IHSAA rules
- Work as a liaison between the administration and the extracurricular activities staff
- Supervise coaches, observing them sufficiently to make recommendations to the building principal regarding coaching assignments
- Develop and implement appropriate rules governing the conduct of athletic activities with the rules of the Idaho High School Activities Association (IHSAA)
- Interpret Board Policy to the extent necessary to provide guidance the athletic program
- Resolve any conflicts within the athletic department or among extracurricular activities

Records & Finances

- Monitor each student's eligibility to participate in all extracurricular activities according to IHSAA rules and relevant federal and state law, administrative rules, and Board Policy
- Establish physical and academic requirements for eligibility to participate in each sport, and verify each student's eligibility
- Obtain written parent permission for students to participate as required
- Secure IHSAA approval for transfer students
- Ensure each sport has an up-to-date team roster and that it is sent to all participating schools
- Prepare and administer the extracurricular program budget
- Supervise all ticket sales and fundraising events of the extracurricular program
- Request all cash boxes needed for event gates and concessions, and secure cash boxes after events according to school procedure
- Maintain records of athletic contest

Other

- Assume responsibility for the purchase and dissemination of all first aid and other medical supplies used in athletic programs
- Represent the school in all conference and state extracurricular meetings supplies. Coordinate with the coaches and building principal to determine uniform and equipment needs, ordering when necessary
- Require coaches to check in uniforms and equipment at the end of each sports season, keeping an accurate inventory
- Constantly evaluate the extracurricular program and seek ways to improve it
- Keep the building principal informed of activities and any issues that may arise
- Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications
- Adhere to the Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
- Seek assistance should emergencies arise
- Represent the school district in a positive manner
- Know and follow school district policy and chain of command
- Perform other duties as assigned

QUALIFICATIONS:

- Ability to pass background check. (Fingerprint and background check expenses are the responsibility of the applicant).
- Idaho Teaching Certification preferred
- Minimum experience in organizing and administering an athletic program as determined by the Board
- Strong background in coaching and athletic rules
- Works well with students, staff, and the public
- Excellent organizational skills
- Excellent interpersonal and communication skills
- Models fair play and respect
- Able to maintain a positive environment and high standards of conduct for athletes
- Treats all athletes fairly and equally
- Able to work under pressures and deadlines
- Maintain confidentiality

HOURS:

Flexible and weekend hours are necessary to meet the demands of the schedule.

APPLICATION DEADLINE:

Open until filled

POSITION BEGINS:

TBA

SALARY:

DOE

APPLY TO:

Salmon School District Office
1501 Bean Lane
Salmon, Idaho 83467
208-756-4271

Applications are available online at www.salmonschools.com . Salmon School District employees may apply by submitting a letter of interest to the District Office.

Compliance with Salmon School District #291 Drug Free work policy is required.

Equal Opportunity Employer

Salmon School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.