

**Medical Lake School District #326  
Medical Lake, Washington**

**POSITION ANNOUNCEMENT**

**Middle School Athletic Director  
Medical Lake Middle School**

Posting Date: June 5, 2018  
Closing Date: June 11, 2018

Posting #	1819.25
Superintendent:	_____
_____ Date _____	
Personnel:	_____
_____ Date _____	
New Employee:	_____
_____	
Start Date:	_____
_____	

**SUMMARY OF ASSIGNMENT:**

To coordinate and supervise athletic activities in the Middle School, and to collaborate with the High School Athletic Director

**PERFORMANCE RESPONSIBILITIES:**

1. To see that the building principal is informed of any program needs.
2. To conduct himself/herself in a professional manner.
3. To be responsible for the direct supervision of his/her events until all participants including students and spectators are dismissed from the building.
4. Be responsible for the direct supervision of those in attendance before, during and after assigned competitions and events.
5. To attend meetings as called by the building principal.
6. Maintain equipment and facilities related to his/her assigned events.
7. To be responsible for the administration of his/her event regarding:
  - a) Assist custodian in set up and take down of necessary equipment for assigned events.
  - b) Accident reports.
  - c) Assist the coach with accountability and condition of uniforms.
  - d) Assist the coach with security of athlete's personal property.
  - e) Meet and assign visiting teams with appropriate locker room space when necessary.
  - f) Provide support for officials including dressing quarters, escort on and off the floor/field before, half time, and after games.
8. To assume responsibilities as assigned by the building principal.
9. Assure all coaches train athletes in safety procedures.
10. Supervise and evaluate coaches.
11. Coordinate hiring of coaches.
12. Other duties as assigned.

**QUALIFICATIONS:**

1. Demonstrate positive attitude toward students, fans, and coaches that promote sportsmanship and integrity.
2. Understand sports/activities and it's safety practice in relation to needs of Medical Lake Middle School, coaches, game managers, fans, and participants.

3. Be able to interact positively and in a professional manner with other participants: i.e., students, spectators, coaches, officials, teams.
4. Be able to consistently meet scheduled responsibilities for event preparation, and related activities.
5. Be able to organize resources, direct efforts, and provide structure for a positive and cooperative environment.
6. Be able to work cooperatively with colleagues and other staff as a team to provide a positive environment.
7. Hold a valid first aid card.

**IMMEDIATE SUPERVISOR(S):** Middle School Principal

**TERMS OF EMPLOYMENT:**

1. Work schedule and salary: Length of service will match the needs of the appropriate sport's program as prescribed by the High School Athletic Director and Middle School Principal. This position will pay a stipend of \$4,000.00 with an additional 2,500.00 that may be used for additional supervision needs.
2. Benefits: None ascribed to extracurricular activities at this time

**APPLICATION PROCEDURE:**

**Current Employees:**

Please submit a letter of interest

**Questions regarding applications can be directed to:**

Debra DuPey, Human Resources Specialist

[ddupey@mlsd.org](mailto:ddupey@mlsd.org) or 509-565-3120