WAHLUKE SCHOOL DISTRICT

JOB SUMMARY AND DESCRIPTION OF TASKS

Position: Jr. High School Dean of Students/Athletic Director

Immediate Supervisor: Jr. High School Principal

Classification: Certificated, Non-Administrative

Work Schedule and Salary: As per Wahluke Education Association Agreement
Be capable of working extended hours to accommodate Athletics

Dean of Students Summary: The Dean of Students will work with the building Principal to instill a climate in the Jr. High School that is conducive to student learning emphasizing mutual respect and safety. Promotes good attendance rates. Identify students with attendance issues or disciplinary problems and addresses those issues with parents to create a positive outcome. Conduct follow up to referrals from staff pertaining to student conduct and discipline.

Essential Duties and Responsibilities: The performance elements identified below are for illustrative purposes only and do not reflect an all-inclusive scope of responsibilities.
• Enforce and reinforce student conduct consistent with building and district policies as well as state statutes.
• Understand and apply due process in a considerate and dignified manner.
• Communicate with students, staff and parents in a positive and professional manner.
• Able to promote high expectations, demonstrate a caring attitude and establish an environment that supports high achievement in students.
• Uses positive and productive techniques for improving student behavior.
• Works collaboratively with parents and staff
• Advocates for the school its staff, students and programs.
• Reports regularly to parents using a variety of strategies and is responsive to parental concerns.
• Enforces school rules, manages student behavior, and maintains accurate records of student attendance, conduct and academic performance records.
• Actively participates as a team member during meetings with faculty, staff and administration in reaching educational goals.
• Is enthusiastic, flexible and committed to students reaching high learning standards.
• Experience and knowledge of Safe and Civil Schools preferred.
• Other duties as assigned

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Education and/or Experience: A minimum of a bachelor’s degree and either a K-8 or 4-12 Washington State Teaching Certificate. An administrative certificate is preferred, but not required. Prior experience as a secondary teacher (grades 6-12), advisor or administrator preferred, but not required. Bilingual Spanish preferred.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret history concepts and convey that meaning to students. Must be capable of making decisions that can affect student’s educational process and emergency situations that may occur when working with students.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear in order to communicate effectively with students, parents, administrators, staff and community members. The employee frequently is required to walk. The employee is required to be able to sit; use hands to keyboard, handle, or feel objects, tools, or controls; and reach with hands and arms and carry objects. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be capable of being mobile to move throughout the school facilities, grounds, and community settings.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Washington State Driver’s License: Must possess or acquire and maintain a valid Washington State driver’s license.

**Jr. High School Athletic Director**

**Qualifications:**
1. Is skilled in administrative functions/activities such as planning, organizing, implementing, evaluating and modifying programs.
2. Is an effective communicator who practices active listening.
3. Communicates with the local media in a timely manner.
4. Is committed to the development of adolescents and young adults academically and athletically.
5. Is a visible and responsive leader in the school and community.
6. Interacts effectively and professionally with faculty, staff, coaches, parents, community members, league peers and referees.
7. Is effective at scheduling, preparing for events, and follow-up activities after completion of events.
8. Manages the district and athletic and related ASB budget categories effectively.
9. Insures that coaches adhere to ASB policies, board policies and WIAA policies while operating their program.
10. Demonstrates ability to make quality decisions and reach logical conclusions based upon evidence while involving others appropriately.
11. Takes action and accepts responsibility for actions and consequences.
12. Able to use computer technology to assist in accomplishing job tasks.
13. Possesses an administrative credential preferred or demonstrated successful experience as an athletic director; must possess a Washington State certificate related to education.
15. Must maintain a valid Washington State driver’s license.
16. Possess a current CPR and First Aid certification
17. Implements district policies with a high degree of professionalism and fairness

**General Description of Job:**
1. Schedule facilities for use by teams for practices and games.
2. Establish, duplicate and distribute athletic game schedules for each sport season.
3. Set procedures for administering athletic contests to include:
   a. arranging transportation when necessary
   b. arranging control of admissions gate
   c. arranging proper control of spectators
   d. arranging for proper supervision
   e. securing personnel for running the same, such as:
      1) timer
      2) ticket sellers
      3) chain gang
      4) officials
      5) other personnel as deemed necessary
4. Establish and administer proper procedure for insuring that students participating in sports programs have completed the following: a) physical exam b) insurance coverage c) parental permission form d) athletic contract regarding training rules e) eligibility information sheet
5. Arrange for and provides that due process to be followed in cases of discipline of athletes.
6. Participate with the school administrator in the following personnel functions:
   a. input in hiring and assigning coaches
   b. input in evaluation of coaching performance. Provide written evaluations at the end of each sports season. Coordinate with school administrator.
7. Represent the school and the school district at athletic league meetings. Reports back to the school administrator on all related matters.
8. Monitor and provide written reports that all coaches have received the necessary training and have the appropriate certificate for their sport.
9. Conduct student survey annually (use Title IX guidelines).
10. Carry out grade checks and monitor student eligibility. Take action as appropriate with students, parents, and coaches.
11. Meet with coaches to insure that plans/syllabus are being implemented
12. Coordinate activities with ASB. Meet with ASB advisor.
13. Insure all ASB rules are followed by coaches.
14. Rotate with building administrators for supervision at all home events and away events, as needed.
15. May be asked to provide supervision of the building when the administrator is out of the building.
16. Processes bills to bookkeeper in a timely manner (within one week with purchase order).
17. Plans staff development to meet the needs and certification requirements for coaches.
18. Conducts regular coaches meetings during the year.
19. Meets with the head coach for each sport prior to the season and at the completion of the
season to assess season, set goals and complete evaluation.

**Personal Skills:**
1. Is bright, articulate, and possesses a good sense of humor.
2. Possesses good listening skills; is able to express thoughts clearly in verbal and written communications.
3. Possesses the ability to resolve conflict in a consistent and positive manner.
4. Has good organizational skills; meets time lines appropriately.
5. Possesses a vision for the future.
6. Appreciates a diversity of viewpoints.
7. Is skillful in maintaining productive and positive interpersonal relationships with the district’s constituents.

The Wahluke School District #73 complies with all federal rules and regulations and does not discriminate on a basis of race, color, national origin, sex, or handicap. This holds true for all district employment and opportunities. Inquiries regarding compliance procedures may be directed to the school district Title IX/RCW 28A.640 Officer, Leonor de Maldonado at 500 North Boundary, P.O. Box 907, Mattawa, WA 99349, (509)932-4565.