

## OLYMPIA SCHOOL DISTRICT NO. 111

**Job Category: Extra-Curricular**

**Posting Dates: March 26-April 1 2024**

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested district employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date. If you are interested in this position, please contact **Steve Taylor (360) 596-8070**

Position	Location
<b>Assistant Coach – Boys Swim</b>	<b>Capital</b>
<i>This position is for the 2024-2025 school year.</i>	
<i>Prior experience coaching swimming at the high school level or above. Demonstrated ability to successfully work and communicate in a respectful and professional manner with coaches, staff, students, parents and community members. First Aid/CPR/Concussion training required prior to first day of practice. Further WIAA/OSD required training completed within first 2 weeks of season.</i>	
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>	
Salary: \$4,102 - \$4,888	

**Purpose:** The job of Assistant Coach at the High School level is to assist in the education, leadership, supervision and organization of the assigned building interscholastic sport/activity.

### **Essential Functions:**

- Provides leadership and organization for assigned sport/activity as directed by the Head Coach and building Athletic Director.
- Provides direction and ongoing supervision of athletes, managers and support personnel before/during/after practices/conditioning sessions, games, travel and other school-sanctioned events as assigned by the Head Coach and building Athletic Director.
- Maintains current knowledge of all national, state, league and District rules and regulations related to the assigned sport/activity, student participation and parent/community involvement.
- Reports in writing, to the Head Coach, any equipment and/or facility found to be in an unsafe condition.
- Teaches and emphasizes safety procedures and precautions to all athletes on a daily basis throughout the season.
- Completes annual evaluation process within established timelines.
- Immediately reports all injuries using the *OSD Accident Report Form* and established process and communicates with Head Coach regarding all injuries and return to play timelines.
- Monitors student compliance with provisions of the OSD Athletic Code (Policy 3202); OSD Student Rights and Responsibilities Policy 3200; Building/Team Rules and Regulations; and WIAA Rules and Regulations.
- Reports violations or suspected violations of established rules and regulations to the Head Coach and building Athletic Director within 24 hours of becoming aware of the violation or suspected violation.

### **Other Functions:**

- Assists other personnel, as may be required, for the purpose of supporting them in completion of their work activities.
- Participates in various meetings (e.g. parent conferences, professional development, hearings, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements.

### **Job Requirements--Qualifications:**

- **Experience:** Prior experience as an Assistant, Head or Approved Volunteer Coach in the designated sport/activity.
- **Licenses, Certifications, Bonding, and/or Testing:**
  - Criminal Justice Fingerprint Clearance.
  - Current First Aid/CPR Certification.
  - Current WIAA/OSD-approved training in "Head Injuries/Concussions".
  - Holds, at a minimum, WIAA "Continuous Training Level" status; WIAA "Experienced" or "Preferred" Coaching Standard is preferred.
  - Successfully passed WIAA Rules tests and/or WIAA Officials test for specific sport.
  - *For swim/diving coaches:* Red Cross Safety Training for Swim Coaches or Lifeguard Certification (U.S. Diving Safety Certification for Diving may be substituted for diving coaches) is required.
  - *For Pole Vault coaches:* "Pole Vault Coaching Training" is required.
  - Additional training as required by the Olympia School District.
- **Skills, Knowledge and/or Abilities:**  
Ability, by use of required skills, to motivate student athletes, communicate with individuals and groups from varied educational and cultural backgrounds; work cooperatively with other coaches, administrators, staff, and support personnel; organize and manage assigned aspects of the assigned sport/activity; and support District/building philosophy/goals and objectives for student activities.

*Ability to stand and walk for prolonged periods of time; perform a variety of specialized and responsible tasks; maintain records; establish and maintain cooperative professional*

### **Application Procedure for out of district candidates**

Apply through EdJobsNW at <https://edjobsnw.org>

*If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!*

Olympia School District 111 Bethel St. NE Olympia, WA 98506  
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

### **Equal Employment Opportunity:**

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – James Whitehead, (360) 596-8545, [jwhitehead@osd.wednet.edu](mailto:jwhitehead@osd.wednet.edu); Executive

Director of Elementary Education – Autumn Lara, (360) 596-8534, [alara@osd.wednet.edu](mailto:alara@osd.wednet.edu); Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, [klurcotte@osd.wednet.edu](mailto:klurcotte@osd.wednet.edu); ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, [shoff@osd.wednet.edu](mailto:shoff@osd.wednet.edu); Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, [sniemann@osd.wednet.edu](mailto:sniemann@osd.wednet.edu). Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.