

## 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 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 **Lindsay Welsh – 360-596-3213**.

<b>Position</b>	<b>Location</b>
<b>Assistant Coach – Track</b>	<b>Jefferson</b>
<i>The track season is April 18th-June 10th, 2024; Monday, Tuesday, Thursday and Friday from 3:45-5:15.</i>	
<i>Prior experience coaching track at the middle level or above. Demonstrated ability and knowledge to successfully work and communicate with middle school athletes, coaches, parents, administration and community members. Knowledge of middle school sports philosophy, sport rules and regulations. Current First Aid/CPR/WIAA Concussion &amp; Sudden Cardiac Arrest certification required prior to first practice. Additional WIAA/OSD training requirements required within first 3 weeks of season. Ability to supervise student athletes in all settings.</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: Extra-Curricular Salary Schedule: \$2,453 - \$2,923	

**Purpose:** The job of “Assistant Coach at the Middle School” level is done for the purpose of providing education, leadership, supervision and organization of the assigned building interscholastic team.

### **Essential Functions:**

- Provide direct leadership and organization for the assigned sport/activity as directed by the head coach and building athletic director.
- Provides direct ongoing supervision of all athletes and managers before/during/after all practices/conditioning sessions, games, travel and other school-sanctioned events.
- Maintains current knowledge of WIAA, state, league and district rules and regulations related directly to the assigned sport/activity, student participation and parent/community involvement.
- In coordination with the head coach, ensures all equipment and facilities are maintained in a safe condition, manages equipment repair and maintenance as required by manufacture, insurance provider and district.
- Reports, verbally and in writing, to the head coach and building any equipment and/or facility found to be in an unsafe condition.
- Continually teaches and emphasizes safety procedures and precautions to all athletes and assistant coaches.
- Reports all injuries within 24 hours using the OSD *Accident Report Form* and established process.
- Monitors student compliance with all provisions of the OSD Athletic Code Policy 3001), OSD Student Rights and Responsibilities (Policy 3200), Building/Team Rules and Regulations, and WIAA Rules and Regulations.

- Immediately reports all violations or suspected violations of established rules and regulations to the head coach, building Athletic Director/Assistant Principal.
- Attends all league meetings directly related to the assigned sport/activity as directed and approved by the building Athletic Director/Assistant Principal.

#### **Other Functions:**

- Assists other personnel as may be required for the purpose of supporting them in the 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 Required:** Successful prior experience as head or assistant coach in designated sport/activity.
- **Skills, Knowledge and/or Abilities Required:**
  - Skills required to motivate student athletes, communicate with individuals and groups from varied educational and cultural backgrounds, direct and evaluate performance of assistant coaches and support personnel, organize and manage all aspects of assigned interscholastic sport/activity, and support district/building philosophy/goals and objectives for student activities.
  - Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative professional working relationships with students, parents, other school personnel and meet schedule and established deadlines.
- **Licenses, Certifications, Bonding, and/or Testing Required:**
  - Criminal Justice Fingerprint Clearance
  - Current First Aid/CPR certification
  - Current WIAA/OSD Head Injury/Concussion Education

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

Apply through EdJobsNW @ <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://www.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, [kturcotte@osd.wednet.edu](mailto:kturcotte@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.