

# WILSON CREEK SCHOOL DISTRICT

PO BOX 46  
WILSON CREEK, WA 98860

TELEPHONE (509) 345-2541  
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## DISTRICT ACTIVITIES DIRECTOR

Opens in House: Wednesday, July 9, 2025, Open to Public: Tuesday July 15, 2025

CLOSES: Open until filled

Salary: \$6,689.93-\$9,777.59 DOE

### General Description

The Wilson Creek Athletic Director provides administrative leadership in planning, implementation, coordination, supervision, and evaluation of interscholastic athletic programs for the school district. The Athletic Director promotes extracurricular athletic activity that fosters skill development, understanding of sports, and appreciation for a variety of athletic activities and programs, teaming, and sportsmanship for students and adults.

### Qualifications

1. Successful passing of the fingerprint process and background check.
2. Current Washington State Teaching Certificate and Administrative Credentials optional.
3. Prior evaluation experience.
4. Extensive knowledge in all sports.
5. Have successfully worked with other personnel at the same level.
6. Excellent organizational and communication skills.
7. Must be flexible, understanding, and adaptable to adjust to the needs of staff, students and schedule.
8. Ability to establish and maintain a working relationship with students, staff, parents, community, and vendors
9. Ability to maintain strict confidentiality.
10. Current First Aid card required.
11. Flexible and punctual.
12. Valid Driver's License.

### Knowledge

Requires knowledge in Title IX, Washington Interscholastic Athletic Association (WIAA) rules, Washington Department of Education rules, and School District Policy.

### Skills

Requires demonstration of strong leadership skills to work as part of an administrative team, promote and support student activities as well as staff needs, problem-solving skills to support student success, service-related people skills, verbal and written communication skills, organizational skills to balance demands of a multi-tasking position, and technology skills in the areas of office software, student database systems, and office equipment operation.

### Abilities

Requires excellent attention to detail and follow-through to meet interscholastic athletic responsibilities, significant confidential responsibilities due to student and staff issues.

### Classification

This position is designated as a co-curricular administrative position.

### Supervision

The Athletic Director must:

1. Supervise and evaluate all coaches on an annual basis.
2. Make recommendations for renewing and hiring new coaches.
3. Provide orientation and in-service programs for coaches.
4. Work with the Superintendent on problems of discipline concerning coaches.

### Essential Job Functions

Depending upon the individual assignment, the District Activities Director may perform all or a combination of the following:

1. Supervise all coaching positions; evaluates head coaches.
2. Recommend all coaching contracts/hiring.

3. Schedule all K-12 activities. When it comes to scheduling of extra-curricular activities, having head coaches involved in the scheduling process.
4. Be knowledgeable of WIAA sport specific and general rules and regulations for the new sport season.
5. In charge of ordering all equipment and supplies for the Athletic Department upon recommendations from coaches.
6. Responsible for making sure that all coaches have current first-aid cards, attend rules clinics, and meet all other requirements.
7. Approve all athletic orders with a signed vendor requisition form being presented to the superintendent for approval prior to ordering.
8. Maintain a master schedule of all district activities including the coordinating of gymnasiums and field usages.
9. Responsible for communicating schedules to staff and the public.
10. Model appropriate and cooperative behavior, including protecting confidential information, consistent with the district ethical guidelines.
11. Flexible and punctual.
12. Responsible for equipment inventory and storage to protect them from theft or abuse.
13. Responsible for making sure athletic facilities are safe and secure.
14. Schedule tournament arrangements and assist with any other special arrangement for the athletic programs.
15. Serve as the school liaison for the Athletic Booster Club, Lion's Club, or other community organizations helping with the sports programs, using sports facilities/equipment, or otherwise involved with the school programs.
16. Act as a liaison between administration and coaches on scheduling, rule changes, etc.
17. Deal with complaints that cannot be resolved at the coach's level.
18. Perform other duties as required by the Immediate Supervisor.

#### **Athletic Administration**

1. Prepare reports as required by the administration, WIAA and OSPI.
2. Work with the superintendent to improve the high school athletic program.
3. Report and document all athletic injuries.
4. Verify that all participants have a physical examination, proper permission forms, and insurance verifications before the start of tryouts per school board policy.
5. Check student eligibility per WIAA and school board policy.
6. Attend recognition programs for school athletes.
7. Assist with the monthly athletic calendar in conjunction with office personnel.
8. Supervise on-site athletic activities and perform athletic-related administrative duties during the months of June, July and August as needed.
9. Coordinate the use of district facilities and fields prior to each athletic season in a timely manner to address the needs of the middle school, high school, and community.
10. Assist with the contracting of non-district owned facilities and fields as directed.
11. Inspect fields and facilities and recommend repair or maintenance in a timely manner prior to events.

#### **Supplies, Equipment & Uniforms**

1. Keep supplies, equipment, and uniforms in satisfactory condition, and order all new and replacement supplies, equipment, and uniforms when necessary.
2. Inspect all athletic areas for cleanliness and the proper storage of all athletic supplies, equipment, and uniforms.
3. Provide each coach with equipment, team medical supplies, and uniforms prior to the season and ensure that each coach returns all equipment, unused supplies, and uniforms.

#### **Events**

1. Ensure that all playing surfaces are properly conditioned for all home games, and coordinate with non-school personnel for the use of non-school district playing facilities, if necessary.
2. Arrange for officials for all interscholastic events and make arrangements for payment of officials.
3. Be present or arrange for a school representative to be present at all home games and assign head coaches to assume responsibility at all away games.
4. Arrange for timekeepers and other support staff as needed for all home games.
5. Assume responsibility for cancellation of games as circumstances require to protect athletic participants and district resources and rescheduling in the event of cancellation and notification to the facilities supervisor.

#### **Transportation**

1. Arrange and confirm bus or other transportation for athletic participants.
2. Verify that all participants have proper permission forms for alternative transportation if requested.
3. Communicate the athletic transportation policy to all coaches responsible for away games.

#### **Communication**

1. Conduct athlete, parent and coach meetings as needed.
2. Represent the school and district at CWB League meetings and events.

3. Communicate issues with school and non-school athletic facilities and fields to the facilities director.
4. Work with coaches to make sure that all student athletes and parents know the rules and regulations.
5. Develop, review, and revise the athletic handbook and any athletic agreements that each athlete, parent, and coach must abide by, with recommendations from administration and coaches, and subject to school district approval.
6. Promote and model good sportsmanship, and maintain an active program that welcomes competing teams, guests, and game officials.
7. Coordinate publicity and news releases to the media and district communication committee.
8. Follow a chain of command of:
  - Athlete/parent to coach
  - Coach to Athletic Director
  - Athletic Director to Superintendent.

### Other Functions

Take an active role in overseeing the entire program 6-12 curricular and extra-curricular activities.

### Conditions

The preceding list of essential functions is not exhaustive and may be supplemented, as necessary.

### Mental Demands

Required to deal with a wide range of student behaviors and academic abilities, which may include distraught or difficult students and the potential of distraught or difficult parents. This position also requires extended workdays and weekend commitments.

### Physical Demands

Potentially exposed to ordinary infectious diseases as carried by students; exposed to student noise levels. May be required to lift up to 50 pounds. Required to stand for prolonged periods; and exposed to visual display terminal for prolonged periods; may occasionally be exposed to inclement weather.

### Terms of Employment

1. Hours are subject to responsibilities of position and may frequently require evening and weekend duty.
2. Co-Curricular Contract with salary defined by school district policy.

### Unit Affiliation

Wilson Creek Co-Curricular Schedule Group 1

### Application: Please submit the following:

- Letter of interest
- Completed application packet (available on our website at [www.wilsoncreek.org](http://www.wilsoncreek.org))
- At least three (2) references qualified to assess your past work history.

Inquiries may be directed to 509-345-2541 or: [jobs@wilsoncreek.org](mailto:jobs@wilsoncreek.org)

Please submit all applications materials to:  
**Wilson Creek School District**  
**PO Box 46**  
**400 Navar Street Wilson Creek, WA 98860**

***Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees to this job.*

Wilson Creek School District – An Equal Opportunity Employer

The Wilson Creek 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. The Civil Rights Compliance Coordinator is available to handle questions and complaints of alleged discrimination. If you have questions and/or concerns please call Kandice Hansen (Civil Rights Compliance Coordinator) [khansen@wilsoncreek.org](mailto:khansen@wilsoncreek.org) or Kandice Hansen (504/ADA Coordinator) [khansen@wilsoncreek.org](mailto:khansen@wilsoncreek.org) or Loni Kazial (Title IX) [athletics@wilsoncreek.org](mailto:athletics@wilsoncreek.org) at Wilson Creek School District PO Box 46, Wilson Creek, WA 98860, phone 509-345-2541.

El Distrito Escolar de Wilson Creek no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Kandice Hansen, La directora, [khansen@wilsoncreek.org](mailto:khansen@wilsoncreek.org) o Kandice Hansen [khansen@wilsoncreek.org](mailto:khansen@wilsoncreek.org) o Loni Kazial [athletics@wilsoncreek.org](mailto:athletics@wilsoncreek.org) Wilson Creek School District PO Box 46, Wilson Creek, WA 98860, telephone 509-345-2541.