

# White Pass School District No. 303

White Pass Jr. /Sr. High School  
516 Silverbrook Rd.  
Randle, WA 98377  
(360) 497-5816



White Pass Elementary School  
127 Kindle Rd.  
Randle, WA 98377  
360-497-7300

Home of the Panthers  
Preparing Students Today For Tomorrow  
District Office: PO Box 188, RANDLE, WASHINGTON 98377-0188

## ANNOUNCEMENT OF VACANCY 2018-2019 School Year

### Head Jr. High Track Coach

**Open:** 11/28/2018

**Closes:** Open until filled

**Description:** The combined athletic co-op of Morton and White Pass School District (MWP) is seeking a Head Jr. High Track Coach. This position is responsible for supporting the Head Coach with all assigned duties and coaching and providing direction to student athletes so that they might achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork in track.

**Essential Responsibilities and Duties:** Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Exhibits loyalty to the Athletic Directors and MWP sports programs.
3. Assists instruction and demonstrates skill sets and techniques necessary for individual and team achievement in track.
4. Assists in planning and setting-up activities, practices and meets.
5. Respects time allotted to track practices as determined by the Head Coach.
6. Travels with student athletes on the team bus both to and from meets.
7. Adheres to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts.
8. Maintains necessary records and completes required paperwork in a specified time and manner.
9. Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles.
10. Supervises students in locker rooms at home and away games and ensures appropriate behavior.
11. Checks and secures all office, storage room, outside doors, locker rooms and all lights after the last player leaves after games and practices.
12. Ensures that appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are explained and followed.
13. Maintains a safe environment and facilities for student athletes at all times.
14. Ensures that medical and safety requirements are followed.

The White Pass School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Dr. Paul Farris, PO Box 188, Randle, WA 98377; (360) 497-3791 (Title IX/ Section 504/ ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642).

15. Interacts thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
16. Appropriately maintains and secures confidential student records and inquiries.
17. Professionally represents the school and the District in interactions with students, parents, community, staff and the media.
18. Completes and maintains appropriate certifications and training hours as required, including WIAA and/or District policies.
19. Appropriately maintains and secures confidential records and inquiries.
20. Complies with applicable District, state, local and federal laws, rules and regulations.
21. Attends work regularly and is punctual.

**Marginal Duties and Responsibilities:** Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings and staff meetings, as needed.
2. Sanitizes and cleans equipment.
3. Inspects facilities and athletic fields for health and safety concerns.
4. Chaperones/supervises athletic events, as needed.

**Supervisory Responsibilities:** All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

**Qualifications:** 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:

- High school diploma or General Education Diploma (GED) and/or at least six months related experience.
- Prior successful experience working in a school setting or coaching student athletes strongly preferred.
- Experience participating in student athletics desirable.

Interpersonal Skills:

- Works well with others from diverse backgrounds.
- Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- Demonstrated ability to successfully coach, lead and/or motivate adolescent students.

Language Skills:

- Ability to communicate fluently verbally and in writing in English.
- Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff.

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