



**Raymon Smith**  
Superintendent

**Keith Holman**  
Principal

**Christina VanNice**  
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## Position Title: Athletic Director – Echo Middle/High School

**Position Description:** The person in this position is under the general supervision of the building administrators and is responsible for the management of all middle/high school athletic programs including event/game schedules, officials, transportation, site supervision, eligibility, OSAA/League compliance, coaching hiring/training/evaluation, and parent/Booster Club communications. This individual must work cooperatively with other members of the staff as well as other schools to provide students with a well-planned and organized instructional program utilizing effective school practices along with other duties as assigned.

### DUTIES:

- Provide supervision for home competitions
- Provide three banquets per year (fall, winter, spring). Keep records of all awards/letters issued.
- Purchase all equipment and uniforms.
- Provide adequate practice and playing facilities.
- Respond to all parent concerns and calls. Respond to all staff concerns and E-mail messages.
- Must be trained to drive the mini bus.
- Troubleshoot the day-to-day operation of the school athletic program.
- Ensure that each coach maintain an accurate inventory of equipment and materials, and file such an inventory with the AD at the conclusion of each season.
- Responsible for the development of a schedule of varsity, junior varsity and junior high events.
- Responsible for securing officials for all home events, and assists in the coordination of transportation for all away events.
- Responsible for the orientation of all coaches regarding site and district policies, procedures and expectations; and ensures that all coaches comply with NFHS rules and procedures.
- Works closely with the athletic secretary, coaches and the health care professionals to schedule athletic physicals, process necessary forms and verify that all athletes are academically eligible to compete.
- Serves as a liaison between the athletic booster groups, coaches, and site administration.





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- Works closely with the staff and site administration to develop and enforce an athletic/academic code of conduct, which is consistent with the goals of the staff, administration, and the district.
- Assist in developing a quality athletic program.
- Complete coach evaluations at the conclusion of each season.
- Assist in the selection of the coaching staff.
- Coordinate the scheduling of athletic events
- Assist in assuring that the athletic program meets League regulations.
- Assist in the requisitioning and issuing of athletic equipment.
- Assist in maintaining an inventory of all athletic equipment.
- Assist in the responsibility for the care of athletic facilities.
- Maintain punctuality for all prescribed functions
- Perform other related duties as assigned

#### QUALIFICATIONS:

- Some experience as a coach or assistant coach at the high school or college level preferred.
- At least experience as a player at the High School Level.
- Must possess effective coaching techniques and skills.
- Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
- **Must have NFHS training.**
- **Must complete required online training and certifications required.**
- **Fingerprinting and criminal history check required.**
- **CPR/First Aid card required.**

#### Application Procedure

- A completed application file will include:
  - Cover letter
  - Three (3) letters of recommendation.
- Compensation
  - Stipend as determined by negotiated salary schedule

Echo School District is an Equal Opportunity Employer and, in accordance with Federal and State Legislation, does not discriminate on the basis of race, sex, religion, age, national origin, or marital status, physical or mental disability in employment practices or education programs.

