

**Auburn School District**

**JOB TITLE: High School Teacher and Athletic Coordinator**

**REPORTS TO: Building Administrator**

**UNIT CLASSIFICATION: AEA**

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**Duties and responsibilities:**

*High School Teacher*

- The successful candidate may be required to teach in addition to fulfilling the responsibilities of the building athletic coordinator.
- Plan, implement, and evaluate classroom and instructional activities consistent with building and adopted district curriculum.
- Diagnose and prescribe learning and training programs for individual pupils based on student aptitude and interest.
- Provide for individual needs of assigned students.
- Cooperate with building principal, department chairperson, staff, and community in implementation of comprehensive instructional and activities program.
- Other related duties and responsibilities as assigned.

*Athletic Coordinator*

The building athletic coordinator will be responsible for the supervision and coordination of the following:

- All high school athletic programs.
- Represent the building's athletic interests as it relates to the WIAA, NPSL, WCD, and WSSAAA.
- Liaison to booster organization.
- Assist with the selection and evaluation of coaches.
- Athletic equipment purchases and inventory.
- Develop and supervise assignment schedules for all activities.
- Coordinate and supervise various aspects of athletic programming, including:
  - Building assemblies and special programs
  - The athletic handbook and high school activities calendar
  - Concession stands, social events, and fundraising efforts
  - Game day management, transportation, and supervision
  - Banquets, awards, plaques, and trophies
  - News releases and media relations
  - Athletic officials and the training room
- Participate as a member of the school administrative team.
- Work in tandem with the Director of Athletics and Activities on building use issues, fundraising efforts, ASB budgeting, and purchasing.
- Act as building public relations representative for athletics.
- Process all building use forms for athletic facilities.
- Other related duties and responsibilities as assigned.

**Minimum Requirements:**

- Proven ability to work in an environment with a commitment to anti-racism and anti-bias practices
- Must hold valid Washington State Teaching Certification with appropriate endorsement.
- Strong skills and background in instructional methods and strategies.
- Understanding and knowledge of high school students.
- Ability to prescribe appropriate instruction and training.
- Ability to use a variety of teaching materials.

- Ability to plan and carry out instruction to meet the varied needs of students.
- Ability to manage behavior of students.
- Maintain appropriate balance of control and freedom in the classroom.
- Demonstrate effective and efficient leadership, interpersonal, and management skills.
- Possess an understanding of ASB finance, WIAA regulations and policies, and organizational skills.
- Ability to establish rapport with students, colleagues, and classified personnel.
- Ability to work under pressure, pay attention to detail, concentrate, and follow directions.
- Maintain appropriate levels of confidentiality in all matters.

**Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:**

- Ability to recognize and demonstrate awareness of own cultural identity as well as accepting and respecting the cultural identity of others.
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district.
- Ability to support and promote the Auburn School District's commitment to "Engage. Educate. Empower With Equity and Excellence".

**Working Environment & Physical Requirements:**

Generally, the job requires 50% sitting, 50% walking/standing. The job is performed under a variety of temperature variations, generally hazard free environment, and in a clean indoor and outdoor atmosphere. The usual and customary methods of performing the functions of this job require the following physical demands:

- Frequent reaching, handling, and use of hand and finger dexterity.
- Occasional lifting, carrying, pushing and/or pulling.
- Seldom climbing and balancing.
- Seldom stooping, kneeling, crouching and/or crawling.

*The statements above are intended to describe the general nature of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and qualifications of personnel so classified.*