



## Athletic Director

The Odessa School District is seeking qualified candidates to fill the position of Athletic Director for the 2025-2026 school year.

**Salary:** \$8,000 / year stipend; depending on experience

**Benefit Info:** Medical, vision & dental

**Closing Date:** August 11, 2025

**Union Affiliation:** This position is not represented.

**Additional Info:** For consideration, please submit a classified application to the district office addressed to the following:

Odessa School District  
PO Box 248  
Odessa, WA 99159

Email: [claassens@odessasd.org](mailto:claassens@odessasd.org)

Phone: 509-982-2668

Fax: 509-982-0163

## **JOB DESCRIPTION**

**General Responsibilities:** The Athletic Director is responsible for planning, organizing, implementation and evaluation of the student athletics program, grades 6-12. This individual will work with coaches, principal and other appropriate staff on an ongoing basis to provide a quality sports program and experience.

### **DUTIES AND RESPONSIBILITIES:**

Provide support for the district's grades 6-12 athletics operations. Develop athletic schedules and maintain a master calendar. These schedules will be in accordance with the regulations of the league and state association. Arrange transportation for teams to and from events away from home. Schedule game officials. Monitor Title IX compliance and complete reporting requirements. Track eligibility of athletes; including residence rules, out-of-season participation, and health exam requirements. Provide input to Superintendent for the evaluation and hiring of coaches. Help coordinate a fall, winter, and spring sports award ceremony. Attend all required staff, WIAA, league and district meetings, as well as other activities deemed necessary to accomplish the objectives of the position. Identify, develop, and track appropriate staff development programs for athletic personnel. Plan, develop, implement, evaluate, and coordinate a yearly athletics budget including the selection of materials, equipment, and supplies used with the program. Develop and implement policies, procedure and/or processes for the purpose of directing and complying with mandated requirements. Be present, interactive, and social at all home sporting events as well as any district and/or state contests. Serve as the district's primary liaison with the Washington Interscholastic Activities Association (WIAA). Prepare monthly reports and be in attendance at monthly School Board Meetings. Build and maintain productive relationships and strong partnerships with families, school district staff, and community agencies. Other duties as assigned.

### **QUALIFICATIONS:**

Must be at least 21 years of age. Coaching Experience at Middle/High School level preferred. Possess a current First Aid/CPR Certification. Knowledge of MS/HS athletics and WIAA rules. Attendance and punctuality are critical functions of this position. Certificated personnel preferred. A Washington State Patrol Criminal History Information Form required by RCW 43.43.830 and OSPI Character and Fitness Supplement Form 4020B must be completed and on file.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Experience in developing athletic schedules.
- Ability to work evenings and some weekends.
- Demonstrate ability to use technology to track data and communicate events.

- Ability to lead by example and show school pride, community pride, and school spirit.
- Previous experience as a coach preferred.
- Ability to work with a team and communicate effectively with supervisor, administrators, staff, students, and community.
- Demonstrate strong organizational skills.
- Demonstrate flexibility, caring, respect for others and a sense of humor; consciously models the values of trust and integrity and is a positive role model for students.

#### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- Ability to bend, stoop, push, and carry items.
- Ability to lift 25 pounds.
- Stand and/or walk for extended periods of time.
- The physical environment requires work outside in heat/cold and wet or dry conditions.
- Travel to away contests and meetings when necessary.

#### **SUPERVISED AND EVALUATED BY: Superintendent**

#### **EMPLOYMENT INFORMATION**

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current employee, will be required to complete USCIS Form I-9 and provide proof of employment eligibility prior to working.

Disclosure Statement and Record Check: The recommended applicant, if not a current, regular employee, will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in Chapter 486, Washington Laws, 1987. In addition, a background check based on fingerprints will be requested from the Washington state Patrol and FBI. Employment is conditional based upon completion of the record check.

*Odessa School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical 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 following employee has been designated to handle questions and complaints of alleged discrimination: Civil Rights, Title IX, and Section 504 Coordinator, Steve Fisk, 509-982-2668, [fisks@odessasd.org](mailto:fisks@odessasd.org) or Cori Kane, [kanec@odessasd.org](mailto:kanec@odessasd.org); 311 S. 1st Street, Odessa, WA 99159.*