



*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Head Coach-Girls Basketball

**OPEN:** June 21, 2021

**EXEMPT:** No

**SALARY:** Based on Co-Curricular Scale -Stipend

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** Temporary-Seasonal (SY 2020-2021)

**CLOSES:** June 30, 2021

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Lummi Nation School

**SUPERVISOR:** k12 Principal

**VACANCIES:** 1

**JOB SUMMARY:** To help assist with the organization, coordination and promote a comprehensive athletic program in the assigned sport that is designed to meet the needs and interest of the school and community. To provide effective leadership that will ensure a positive learning environment and will stress the importance of academic achievement. To demonstrate a high degree of ethics, professionalism, human relations and be a positive role model for all students.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Advise individual participants in the skills necessary for successful performance.
2. Provide a positive learning environment for the student athlete
3. Manage student behavior during activity sessions/events.
4. Take necessary and reasonable precautions to protect students, equipment, materials and facilities; pre and post inventory must be recorded
5. Assist the Head Coach/ Athletic Dept., when necessary, in scheduling activities /events /contests.
6. Assist recommending purchase of equipment, supplies and uniforms as appropriate to the athletic director.
7. Maintain equipment, supplies and uniforms
8. During the time of occupancy as it relates to practices, meetings and games oversee the safety conditions of the facility
9. Maintain and establish performance criteria for eligibility as outlined in the co-curricular policy
10. Enforce discipline and sportsmanlike behaviors at all times and oversee activity penalties for breach of such standards as stated in the LNS Co-Curricular Policy.
11. Schedule meetings with students prior to the start of the season to discuss both Team and School policies.
12. Ensure all signed co-curricular policy statements are on file with the Athletic Administrative Assistant prior to a student/athlete participating.
13. Ensure all travel requests are submitted no less than two (2) weeks prior to travel.
14. Submit all travel receipts to the Athletic Administrative Assistant within 1 week of travel. NO

**REIMBURSEMENTS FOR OVERSPENDING**

15. Assist with providing necessary game information, team statistics, and player statistics to Bellingham Herald
16. Assist with maintaining the NWBAthletics.com site as it pertains to your team's game scores, team statistics, and player statistics

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- 1 year experience as a High School Coach *preferred*
- Previous work experience with High School students and teachers *preferred*
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

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

- Ability to maintain high standards of organization, professionalism, verbal and written communication skills.
- Ability to establish, build and maintain cooperative working relationships with various departments to enhance the completion of assigned tasks.
- Must prioritize, and work well under pressure. Ability to multi-task in a fast pace working environment
- Must be able to work independently.
- Interpret and apply rules and regulations.
- Ability to be a team member.
- Must be willing to work flexible hours.
- Demonstrate ability to work with people as a team player.

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.
- Valid First Aid/CPR card maintained for duration of job
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.

#### **TERMS OF EMPLOYMENT:**

- All elements of this job description apply.
- Co-Curricular -Seasonal Employment (Temp).
- Salary based on Lummi Nation School Co-Curricular Pay scale

#### **EVALUATION**

- Performance of this job will be evaluated in accordance with provisions of policy on Evaluation of Professional Personnel.

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.