

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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‘Working together as one to Preserve, Promote and Protect our Sche Lang en’

JOB ANNOUNCEMENT

JOB TITLE: Assistant Athletic Director

OPEN: January 18, 2022

EXEMPT: No

SALARY: Grade 9 (\$26.48 - \$29.82)

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full Time (12 M)

CLOSES: Until Filled

JOB CODE:

DIVISION: Education

DEPARTMENT: Lummi Nation School

SUPERVISOR: Athletic Director

VACANCIES: 1

JOB SUMMARY: The Assistant Athletic Director provides administrative leadership in planning, implementation, coordination, supervision, and evaluation of interscholastic athletic programs for the LNS 7-12 program. The Assistant Athletic Director promotes extracurricular athletic activity that fosters skill development, understanding of sports, and appreciation for a variety of athletic activities and programs, teaming, and sportsmanship for students and adults.

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

1. Assists that LNS Athletic Director with the coordination of the athletic program for grades 7-12
2. Assists with set up for league games, tournaments, and playoffs.
3. Works with OM Director and OM Administrative Assistant to ensure athletic facility/building is scheduled, safe, clean and set up prior to events and/or activities occurring.
4. Develop, implement, and coordinate a middle school interscholastic program.
5. Research, maintain, organize, and display a current school record board for Lummi High School - records achieved by present and former students.
6. Stay current with all WIAA rules and regulations and school policies and provide administration and coaches' feedback and assistant in implementing such rules, regulations, and policies.
7. According to WIAA and Lummi High School Athletic eligibility ensure all students participating are eligible to participate in the 7-12 athletic program.
8. Conduct weekly grade and attendance checks – provide reports to the Athletic Director and administration.
9. Assists the Athletic Director by providing league, district, and state athletic information to appropriate administrative personnel (principals, education director and LNEB).
10. Attends all NWIAA meetings with the Athletic Director as a representative of the Lummi High School.
11. Assists with the recruitment, assignment, and selection qualified coaches for the girl's athletic program for grades 7-12.
12. Provides professional development for all coaches.
13. Provides coaches with information regarding athletic safety, continuing education, and league information for their particular sport.
14. Works closely with the High School counselor to ensure students are taking advantage of every scholarship and academic opportunity.

15. Tracks, makes contact, and promotes student achievements to prospective colleges by making phone calls, writing letters, sending highlight tapes, etc.
16. Assist the Athletic Director with organizing and planning coaches' meetings at least two to three times a year – to remain current with best practice, policies, and regulations.
17. Promotes a healthy and positive athletic program within the schools, administration, community, and state.
18. Work closely with the Athletic Director to meet the needs of the athletic department by preparing and processing A/P and A/R expenditures, contracts, work orders, travel, per-diem, community contribution, budget requests, scheduling the facilities and other related requests
19. Meet weekly with the LNS athletic director and administration to determine weekly and monthly needs, develop calendars of events, and maintain open and effective communication
20. Work closely with the LNS administration and LNS budget finance office to monitor and develop annual budgets for the athletic department and IT Department
21. Develops, maintains, and creates inventory reports for administration and the LNS budget finance office.
22. Work closely with the LNS Directors and Administration to ensure department compliance and efficient day to day department functions are handled accordingly and promptly.
23. Develop filing system and maintain records for program compliance and accountability.
24. Assist in preparation and development of special and recurring reports as needed.
25. Attend job related training pertinent to position.

MINIMUM QUALIFICATIONS:

- Associate degree in Athletic Training, Sports Management, Sports Medicine, Kinesiology, or related field; and
 - One (1) school year of experience organizing youth sporting events and or high school interscholastic programs; and
 - One (1) year of year experience working in an educational setting.
 - One (1) school year of experience with budget development, *preferred*.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledgeable of WA State, BIE and LIBC policies, procedures and regulatory practices related to an educational environment.
- Ability to maintain high standards of organization, professionalism and have exceptional verbal and written skills.
- Accounting, budgeting, and financial work experience.
- Ability to establish, build and maintain cooperative working relationships with various departments to enhance the completion of assigned tasks.
- Ability to prioritize and work well under pressure; ability to multi-task in a fast pace working environment.
- Ability to maintain an efficient filing system and record keeping of confidential and other school/accounting records.
- Ability to work both independently and as team player.
- Ability to interpret and apply rules and regulations.
- Ability to organize, set priorities, meet deadlines, attend to detail and follow through on a variety of assigned tasks.
- Skill and ability to keep accurate and complete records for reporting purposes.
- Willing to work flexible hours as needed.
- Ability to handle confidential matters and information in a professional manner.
- Ability to prioritize despite interruptions using a high degree of flexibility.

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.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Obtain a CPR, First Aid and Mandatory Reporting certification and participate in annual CPR/First Aid training.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.

EVALUATION:

- Performance of this job will be evaluated in accordance with provisions of the LIBC Human Resources Policies and Procedures and the Lummi Nation School Board on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Salary Depends on qualifications.
- Academic School Year (12-month contract).
- 90 Day Orientation period applies.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail 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.