

Athletic Director

for the 2025-26 school year

The job is located at Salmon Jr. Sr. High School. This is a part time position.

Position Overview

Salmon School District #291 is seeking a dynamic and organized Athletic Director for Salmon Jr./Sr. High School. This part-time position is responsible for overseeing all aspects of the school's athletic and extracurricular programs. The Athletic Director ensures compliance with district policies and IHSAA regulations, manages budgets and schedules, supervises coaches, and fosters a positive culture of sportsmanship and student engagement.

Job Description

- Oversee all athletic and extracurricular events and activities.
 - Prepare and distribute comprehensive event calendars.
- Coordinate all athletic event logistics, including:
 - o Schedule games, practices, facilities, and officials.
- o Prepare facilities, equipment, score tables, bleachers, ticket booths, locker rooms, and programs for each event
 - o Ensure all equipment complies with safety regulations and inspections.
 - o Arrange staffing for all events.
 - o Arrange all details of visiting teams.
 - o Schedule with emergency medical professionals for event coverage.
 - o Arrange all away events:
 - o Submit all hotel reservation requests.
 - o Submit all busing requests.
 - o Schedule departure and return times and provide team roster to office for attendance.
 - Arrange for team and club pictures.
- Coordinate use of athletic facilities for school extracurricular events and external organizations, including facility rentals, and provide the calendar to the building principal, custodial supervisor, and district office.
 - Be responsible for compliance with emergency medical procedures at practices and competitions.
 - Hold seasonal parent meetings for Fall, Winter, and Spring sports in coordination with coaching staff.

Supervisory Duties

- Assist the building principal in screening and make recommendations to the Board about hiring all athletic personnel.
- Conduct pre-season meetings with coaches to review Idaho High School Athletic Association (IHSAA) rules, federal and state law, administrative rules, Board policies, district expectations and safety standards.
 - Serve as a liaison between administration and athletic/coaching staff.
- Supervise coaches, observing them to make recommendations to the building principal for coaching assignments.
- Develop and implement appropriate rules governing students' conduct during extracurricular activities that align with the Idaho High School Activities Association (IASAA) and Board policy.
 - Resolve conflicts within the athletic department or among extracurricular activities.
 - Promote sportsmanship, equity, and compliance across all athletic programs.

Compliance, Records Management, and Financial Responsibilities

- Monitor student eligibility in accordance with IHSAA rules, relevant federal and state law, administrative rules, and Board policy.
- Implement physical and academic requirements for eligibility to participate in each sport and verify current students' extracurricular eligibility on a weekly basis.
- Obtain written parent permission for students to participate, as required. Secure IHSAA approval for transfer student eligibility.
 - Ensure up to date team rosters are provided to all participating schools.
 - Prepare and administer extracurricular program budget.
- Ensure all extracurricular fundraising events have obtained Board approval and that revenue is handled according to

- school and/or Board procedures.
- Request all cash boxes needed for event gates, supervise ticket sales, and secure cash boxes after each event according to school and/or Board procedures.
 - Purchase and inventory all athletic equipment, uniforms, and medical supplies.
 - Coordinate with coaches on uniform/equipment needs and returns.
 - Ensure all equipment and medical supplies are ordered and disseminated at the start of each season.
 - Maintain records of each athletic contest.

Communication & Representation

- Maintain professional, positive, clear, and consistent communication with staff, students, parents, and the public.
 - Post extracurricular announcements on the Salmon High School social media account pages.
 - Represent Salmon Jr./Sr. High at IHSAA, district, and league meetings.
 - Keep the building principals informed of developments, issues, and achievements within the program.
- In conjunction with the building principals, evaluate the athletic and extracurricular programs to establish goals for continuous improvement.
 - Promote sportsmanship, equity, and compliance across all athletic programs.
 - Utilize resources available through IHSAA.

Minimum Qualifications

- Ability to pass a background check (fingerprinting and background check fees are the responsibility of the applicant).
 - Idaho Teaching Certification preferred.
 - Previous experience in athletic program coordination and coaching.
 - Strong knowledge of IHSAA rules and regulations.
 - Excellent organizational, communication, and interpersonal skills.
 - Ability to model ethical behavior, fairness, and respect.
 - Strong leadership and conflict resolution skills.
 - Ability to work flexible hours, including evenings and weekends.
- Commitment to student well-being, confidentiality, and professional conduct.

Additional Expectations

- Adhere to the Idaho Code of Ethics for Educators.
- Follow all Salmon School District policies and administrative procedures.
- Demonstrate professionalism in all interactions and represent the district positively.
 - Participate in professional development as needed.

Schedule & Compensation

- Hours: Flexible; includes evening and weekend responsibilities based on athletic schedules.
 - Start Date: On or before August 1, 2025
 - Salary: \$20.01 hourly (up to 19.9 hours per week)

Application Information

Application Deadline: Open until filled
Apply at: Salmon School District Office

1501 Bean Lane
Salmon, ID 83467
(208) 756-4271
angela.king@salmon291.org

Applications available online at: www.salmonschools.com (please utilize the classified application).
Current Salmon School District employees may apply by submitting a letter of interest to the District Office.

an equal opportunity investigation.