



Every Student Matters, Every Moment Counts

Morton School District #214

PO Box 1219

Morton, WA, 98356

P: 360-496-5300 F: 360-496-5399

www.morton.k12.wa.us

Morton Jr/Sr High School

152 Westlake Avenue

P: 360-496-5137 F: 360-496-6035

Morton Intermediate School

152 Westlake Avenue

P: 360-496-5137 F: 360-496-6035

Morton Elementary School

400 Main Avenue

P: 360-496-5143 F: 360-496-0327

Job Title: **WAHSET Coach**
Reports To: **Athletic Director**

Job Summary

The WAHSET Coach is to recruit, train, support, and fundraise for the WAHSET program; meet all criteria set by WAHSET, WIAA, the Morton School District, and any entity that has authority over this program.

Essential Duties and Responsibilities

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Advises WAHSET competitors in learning and applying school policies and procedures.
3. Ensure adherence to proper procedures in collecting and disbursing of funds.
4. Completes required paperwork in a specified time and manner.
5. Assists students with managing behaviors.
6. Supervises students in school settings and at special events.
7. Assists administration in implementing policies and rules governing student life and conduct.
8. Works with the ASB, ASB advisor, CTE staff, CTE Director, and Jr/Sr High administration.
9. Facilitates planning, selection, and ordering of necessary supplies.
10. Promote the program and provide pictures and updates to social media, yearbook, and administration.
11. Develops and implements fundraising projects.
12. Work with the Athletic Director and Transportation Supervisor for transportation needs.
13. Work with the Athletic Director for necessary paperwork for eligibility and other district needs.
14. Informs administration of all events and activities.
15. Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident which might affect the school, teachers or students therein.
16. Takes all responsible precautions to protect students' health and safety and protect equipment, materials, and facilities.
17. Appropriately maintains and secures confidential records and inquiries.
18. Maintains appropriate certifications and training hours as required.
19. Professionally represents the school and the District in interactions with parents, community, staff, and students.
20. Complies with applicable District, state, local, and federal laws, rules, and regulations.
21. Attends work regularly and is punctual.

Marginal Duties and Responsibilities

The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, 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 employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attend in-service pieces of training.
2. Reports issues to authorities as necessary, animal control, suspicious activity, etc.
3. Human relations and management skills.
4. Excellent oral and written communication skills.
5. Knowledgeable about using technology to support the WAHSET program.
6. Stay up to date on WAHSET regulations.

Supervisor Responsibilities

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **Education and/or Experience:** Experience working with secondary-aged students.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit; demonstrated ability to meet deadlines consistently; ability to multitask and handle several ongoing tasks without a decline in performance; demonstrated ability to successfully work with staff, students, and parents.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to respond to situations in a proactive manner. Ability to interpret technical instructions in mathematical or diagram form and deal with abstract and concrete variables.
- **Computer Skills:** General knowledge of computer usage and ability to use: email, internet, and word processing software, spreadsheets, Google Docs, Microsoft Office, WSIPC, Skyward, and EDS. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical, and cognitive development of all district students. Possess knowledge of effective behavior management methods. Ability to meet timelines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Must have a valid Washington Driver License.
- **Contacts:** Daily contact with students, instructional staff, classified staff, building administrators, and parents.
- **Diversity of Duties:** Duties are somewhat diversified but within a particular field of endeavor where the employee is responsible for choosing action within prescribed limits or precedents. Duties require the use of independent thinking and judgment.

- **Safety to Self and Others:** To safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your building. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person, and, if unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.

Physical Demands

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or free, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, the ability to adjust focus, and peripheral vision.

Work Environment

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

The work environment combines a standard office setting, including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard classroom setting. The noise level in the work environment is usually low to moderate but occasionally high, depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

Other

n/a

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) whenever it deems advisable.