

WICKENBURG UNIFIED SCHOOL DISTRICT

JOB TITLE: Teacher on Special Assignment (TOSA) – Athletic-Activities Director/Facilities

Position Type: Exempt	Supervises: Students, Facilities, Faculty
Salary Schedule: TOSA Salary Schedule	Reports to: School Principal
Term of Employment: 11 month	Approved by: Human Resources
FTE: 1.0	Date: 05/18/2016

We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY:

To manage the Governing Board and administrative policies of the District within the authority of the position as related to the areas of Athletics, Activities, Facilities & Logistics and Discipline; to relieve the principal of certain administrative duties and details and to carry out the administrative duties in the absence of the principal.

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

ESSENTIAL FUNCTIONS: Ensures all staff members comply with all district policies, procedures and protocols to include Governing Board policies, exhibits and regulations; the student handbook, the staffing & sectioning guidelines, the discipline matrix and the course guide.

Promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders:

- Develops and coordinates the master facility use calendar with the Principal’s secretary;
- Oversees supervision of all on-campus events;
- Oversees logistics of all athletic events and evaluates all coaches;
- Maintains all facilities and approves facility requests;
- Ensures all required district events are scheduled and implemented (fire drills, lock downs, bus evacuations and any other events of the Efficiency Checklist);
- Creates and maintains all athletic schedules, events and tournaments;
- Maintains compliance with all Arizona Interscholastic Association requirements;
- Manages all athletic eligibility lists;
- Coordinates athletic clearance process with Principal’s secretary;
- Oversees the attendance and verification department and process;
- Coordinates room utilization.

Promotes the success of every student by acting with integrity, fairness, and in an ethical manner:

- Disciplines all students following WUSD Discipline Matrix, as well as contacting parents as needed;
- Oversees the athletic budget and adheres to all District cash handling procedures;
- Assists with banquet needs and with supervision of all athletic events, as assigned;
- Maintains adequate student records;
- Serves with the principal as an advisor on operational policy, questions and decisions.

Promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context:

- Evaluates assigned teachers and support staff in accordance with District Policy

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream

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- Works after school events on a rotational basis;
- Complies with all rules, regulations and policies of the Governing Board.
- Other job related duties as assigned.

CERTIFICATES, LICENSES AND REGISTRATION:

- Valid and Proper Arizona Certification

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Computer Skills** – Demonstrated competency in computer applications such as Word, Excel, Outlook, and typing.
- **Communication Skills** – Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.
- **Math Ability** – Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- **Reasoning Ability** – Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**
- **Physical Demands:** While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee occasionally will stand and walk. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Wickenburg Unified School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Wickenburg Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.

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