



NOTICE OF VACANCY
Logan City School District
101 West Center Street
Logan, UT 84321

June 24, 2024

ATHLETICS DIRECTOR
Logan High School

Applications are now being accepted for a full-time Athletics Director at Logan High School for the 2024-2025 school year. The Director is an advocate of students and coaches/advisors of all athletics and extra-curricular activities at the school level. Applicants must hold a current Utah Professional Educator License.

The Athletics Director contract is 186 days with a base salary of \$63,728. Upon initial hire, up to twelve (12) additional increments on the Licensed Salary Schedule may be granted for verified experience, and up to six (6) additional increments may be granted for verified continuing education. The 2024-25 contract may also include a \$5000 Advanced Degree and Service Salary Enhancement as well as a one-time four percent (4%) salary adjustment. The Athletic Director receives an extra-duty stipend of 20% of his/her base salary.

Application Process

Application deadline is **July 2, 2024 at 4:00 p.m.** All application materials can be emailed to Nicole.humpherys@loganschools.org, or delivered to the Logan City School District Department of Human Resource, 101 West Center Street, Logan, Utah 84321. Phone (435)755-2300, FAX (435)755-2311. Selected finalists will be contacted for an interview.

Applicants must submit the following:

1. Completed Logan City School District Licensed Employment Application (available online at www.loganschools.org, employment opportunities)
2. Detailed cover letter outlining special competencies related to and specific interest in the particular position
4. Current resume in which professional preparation and experience are clearly detailed
5. Three letters of recommendation written within the last six months
6. Official Transcripts

Essential Functions

- Administers all school and District policies and procedures, as well as the rules and by-laws of the Utah High School Activities Association (UHSAA).
- Completes the UHSAA eligibility forms for each sport; coordinates with the school's secretary to maintain permanent file of medical examinations, insurance forms, parent consent forms, etc. for each participant.
- Assists in supervision of all athletic events as directed and assumes responsibility for game management;

- arranges for proper medical care at home contests.
- Acts as director for all Non-region, Region, and State activities that are assigned to the school and attends all necessary meetings.
- Manages sport registrations, eligibility, rosters, and academic All-State through the State Athletic Registration Program.
- Adheres to all District hiring procedures including postings, applications, background checks, etc.
- Arranges for officials and communicates with UHSAA arbiter; cancels or postpones officials and transportation because of weather or hazardous conditions.
- Establishes yearly budget needs for all sports and activities; files a yearly record of amounts spent for all monies distributed to each athletic account with the principal and financial secretary; works with the District Business Office on yearly budgets as well as the Logan City School District Foundation on yearly budgets.
- Develops and implements a Policies and Procedures Manual for coaches and advisors.
- Coordinates professional development or clinics for coaches; establishes times and dates for Athletic Department meetings; directs training of new coaches and monitors proper certification for all activities positions.
- Completes transportation requests for all sports and activities; procedures must meet District guidelines for travel.
- Oversees the collection of participation fees collected from each UHSAA participant.
- Directs the hiring of coaches by serving as a member of the selection committee; evaluates all coach candidates for original appointment.
- Resolves conflicts within the ranks of the Athletic Department; provides personal and objective suggestions about athletic programs to each coach upon request.
- Coordinates all excused absence lists; maintains a file of all athletic suspensions and expulsions from teams, including disciplinary infractions by students.
- Counsels athletes concerning athletic scholarships in conjunction with the head coach; sees that students are made aware of NCAA guidelines and directives.
- Maintains a file of necessary forms for future reference, (i.e., transportation request, eligibility packets, officials list, etc.)
- Maintains and displays athletic records for all sports with information supplied from coaches.
- Observes coaches sufficiently in order to make future recommendations in terms of job expectations and job assignments; develops and conducts yearly evaluations of head coaches; oversees head coaches' evaluations of assistants.
- Responsible for procedures and policies concerning scoreboard operation, lining fields, and gate receipted home events; responsible for meeting the needs of visiting teams.
- Schedules the use of all athletic facilities, including coaches' and athletes' locker areas before and after school; coordinates the use of all school athletic facilities by groups outside the school, with the respective building principal and/or director.
- Submits work orders for repairs or improvements of the athletic facilities with Healthy Lifestyles Department head and the director of the Recreation Center; ensures facilities are clean, functional, and safe.
- Takes charge of athletic public relations and publicity. Supplies the school, community, and media with the athletic schedules and other items of information; coordinates all academic All-State and other recognition awards.
- Oversees activities and Athletic Department webpages.
- Provides weekly academic/attendance progress reports to coaches and advisors.
- Works with athletic trainers to minimize student risks with athletic areas including procedures, equipment, long-term planning.
- Responsible for management of the schools' PBIS (Positive Behavior Intervention Systems) programs and incentives.
- Oversees school's attendance records and works with Counseling Department to increase student attendance.
- Develop and manage athletic feeder programs at Mount Logan Middle School.
- Other duties as assigned by school administration.

It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activity, or employment.

Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Human Resource Director at (435) 755-2300 for additional information or assistance.