



12 month salaried position

According to the WEA Unit E contract

Coordinates team transportation and bus schedules, including after-hours busing needs. Assists with the estimation and tracking of bus costs during the year.

Coordinates the assignment of officials for all events. Manages the collection of officials' slips and payment of officials for fall, winter and spring seasons. Notifies officials in case of postponements, cancellations or other changes.

Coordinates staffing and support for home events, including ticket takers, scoreboard operators, PA announcers, security, etc.

Communicates and promotes WHS & WMS athletic events and highlights student athlete and team accomplishments with local and regional media, student newspapers and social media outlets.

Works with the District's webmaster to update and maintain the Athletic Department's

The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

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

Work is performed on athletic fields, rinks and in an office environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.