

## POSITION ANNOUNCEMENT - High School Assistant Cheerleading Advisor

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POSTED: 14 NOVEMBER 2024

CLOSES: Upon Selection of Qualified Candidate

### TERMS OF EMPLOYMENT

**Pay:** \$1,150 - \$1,150 Stipend  
**Benefits:** None  
**Supervisor:** Athletic Director and Principal  
**Start Date:** 2024-25 Winter Season

### QUALIFICATIONS:

1. Must be at least 19 years of age.
2. Must have a valid first aid card.
3. Possessing a valid driver's license and 5 years driving experience preferred.
4. Demonstrate a desire to work with children.
5. Possess the ability to understand and apply rules, regulations, policies, and procedures.
6. Possess the ability to inspire confidence in children.
7. Possess the ability to inspire and maintain an effective working relationship with children, parents, teachers, and administrators.
8. Possess the physical ability to coach the sport of cheerleading.
9. Successfully complete a criminal history and fingerprint check through the Washington State Patrol and FBI

### ESSENTIAL JOB FUNCTIONS:

1. The Cheerleading Advisor is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.
2. Encourages potential athletes to participate in cheerleading.
3. Ensures that athletes have a current physical and current insurance prior to the first practice, as well as parent and athlete signatures confirming compliance with concussions, cardiac arrest, cheerleading safety and the athletic code handbook.
4. Oversees practices and games at least five days a week during the season.
5. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
6. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of cheerleading.
7. Observes players, during practices and competitions to determine the needs for individual or team improvement.
8. Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.
9. Monitors the academic performance of team members to ensure that eligibility requirements are met and encourages student athletes to maintain a high academic standard.
10. Follows established procedures in the event of an athlete's injury.
11. Follows state, regional and district regulations governing the athletic program.

12. Models sports-like behavior and maintains appropriate conduct toward players, officials, and spectators.
13. Acts as a team representative and promotes the sport by communicating with the news media, booster club, and other organizations.
14. Follows established procedure for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
15. Works with the athletic director to develop a policy for awards and submits a list of award winners at the end of the season.
16. Participates in special activities to include parent's night, award nights, etc.
17. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory and other related records.
18. Models nondiscriminatory practices in all activities.
19. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.

### APPLICATION PROCEDURE:

District employees need to submit a letter of interest and an updated resume. Employee candidates applying for a district position who are not currently employed by the district must submit a completed Employee Application and Background Check Form (available on website or at the front office), a letter of interest and a resume. Only application packets that are fully completed will be considered.

The Wahkiakum School District is a Drug & Tobacco Free workplace.

**Immigration Reform and Control Act Requirement:** New employees will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

**Disclosure Statement and Background Check:** Pursuant to RCW 43.43.830 through RCW 43.43.840, new employees will be required to complete a disclosure form indicating any convictions of crimes against persons as listed in the law. In addition, a background check based on fingerprints will be requested from the Washington State Patrol and the Federal Bureau of Investigation.

**Job Sharing:** Pursuant to RCW 28A.405.070, the district will accept applications from individuals wishing to share a position.

### NOTICE OF NONDISCRIMINATION

Wahkiakum School District is an Equal Opportunity district in education programs, activities, services, and employment. Wahkiakum School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran, or military status, sexual orientation, gender expression or identity, genetic information, disability, or the use of a trained dog guide or service animal. We provide equal access to the Boy Scouts of America and other designated youth groups. We also comply with Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in

Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws. If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school principal. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the following district employees, located at 500 S 3rd St, Cathlamet, WA 98612, who have been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator, Section 504/ADA Coordinator, Civil Rights  
Compliance Coordinator**

Patti Phillips, HR

(360)795-3971

[pPhillips@wahksd.k12.wa.us](mailto:pPhillips@wahksd.k12.wa.us)