



# NORTH STAR CHARTER SCHOOL

**Job Title:** Annual Athletic Director (.5 FTE) & PE/Health Teacher (.5 FTE)

**Location:** Boise, ID

**Reports To:** Head of School

**Position Type:** Full time

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## **ATHLETIC DIRECTOR (.5 FTE)**

### **SUMMARY:**

The Athletic Director is responsible for overseeing all aspects of the athletic programs at North Star Charter School within their designated season. This includes program development, budgeting, hiring and supervising coaches, ensuring compliance with school policies and state athletic regulations, and fostering a positive and competitive environment for student-athletes.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Program Management:**

- Develop, implement, and manage comprehensive athletic programs for middle and high school students.
- Ensure the athletic program aligns with the school's mission, values, and educational goals.

#### **Leadership and Supervision:**

- Hire, train, and supervise coaches and athletic staff.
- Foster a positive and inclusive culture within the athletic department.
- Conduct regular meetings with coaches to discuss program goals, policies, and procedures.

#### **Compliance and Safety:**

- Ensure all athletic programs comply with school policies, state regulations, and league requirements.
- Ensure coaches are up to date on any state safety training requirements.
- Maintain accurate records of student eligibility, physical examinations, and academic performance.
- Develop and implement safety protocols for all athletic activities and facilities.



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## **Budget and Resource Management:**

- Prepare and manage the athletic department budget.
- Oversee the purchasing and maintenance of athletic equipment and facilities.
- Seek opportunities for fundraising and sponsorships to support athletic programs.

## **Event Coordination:**

- Schedule and coordinate all athletic events, including practices, games, and tournaments.
- Arrange transportation for away games and ensure proper supervision of student-athletes.
- Promote athletic events and encourage student and community participation.

## **Communication and Collaboration:**

- Serve as the primary liaison between the athletic department, school administration, parents, and the community.
- Communicate effectively with all stakeholders about athletic programs, events, and achievements.
- Address and resolve any issues or conflicts related to the athletic program.

## **QUALIFICATIONS:**

### **Education and Experience:**

- Bachelor's degree in Education, Sports Management, Physical Education, or a related field (Master's preferred).
- Minimum of 3-5 years of experience in athletic administration or coaching at the school level.

### **Skills and Abilities:**

- Strong leadership and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to manage multiple tasks and priorities effectively.
- Knowledge of state and local athletic regulations and compliance requirements.
- Proficiency in budget management and resource allocation.

### **Certifications:**

- CPR and First Aid certification.
- Relevant coaching certifications as required by the state.



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## **PHYSICAL REQUIREMENTS:**

- Ability to work evenings and weekends as required.
- Ability to travel for away games and events.
- Physical capability to assist with setup and teardown of athletic equipment.

## **PHYSICAL EDUCATION & HEALTH TEACHER (.5 FTE)**

### **SUMMARY:**

We are seeking a passionate and dynamic Physical Education and Health Teacher to join our educational team. The ideal candidate will promote physical fitness, healthy habits, and overall wellness through engaging and developmentally appropriate lessons. The teacher will create a safe, inclusive, and supportive environment where students are encouraged to explore movement, understand health concepts, and build lifelong healthy behaviors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, develop, and deliver instructional PE and Health lessons aligned with district, state, and national standards.
- Teach students about nutrition, exercise, mental health, substance abuse prevention, and other health related topics.
- Integrate topics such as nutrition, mental health, substance abuse prevention, sexual education (as appropriate by grade), and overall wellness.
- Promote a positive learning environment and encourage students to take an active role in their own health and well being.
- Maintain a clean, organized, and safe gymnasium and classroom environment.
- Assess and monitor student progress using formative and summative assessment tools.
- Provide guidance and counseling to students regarding health related issues and concerns.
- Organize and participate in health related activities, such as workshops, health fairs, or fitness challenges.
- Communicate effectively with students, parents, and staff to address health related concerns or issues.
- Participate in professional development, school events, and extracurricular activities as needed.
- Stay updated with current health trends, research, and best practices in health education.
- Assess student progress through assignments, quizzes, projects, and presentations



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## **QUALIFICATIONS:**

- Bachelor's degree in Health Education, Physical Education, or related field.
- Valid state teaching certification/licensure in PE and/or Health.
- CPR, First Aid, and AED certification (or willingness to obtain).
- Previous teaching or tutoring experience, preferably in health education.
- Strong communication, organizational, and classroom management skills.
- Passion for physical fitness, health education, and youth development.
- Experience working in a school setting, preferred.

## **APPLICATION PROCESS:**

To apply for a teaching position at North Star Charter School, please submit a resume, cover letter, and three professional references to:

Andy Horning, Head of School, [ahorning@northstarcharter.org](mailto:ahorning@northstarcharter.org) and  
Belle Garner, Business Manager, [bgarner@northstarcharter.org](mailto:bgarner@northstarcharter.org)

Applications will be reviewed on a rolling basis until the position is filled.

## Equal Opportunity Employer

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North Star Charter School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.