**HIGHLAND SCHOOL DISTRICT NO. 203**

**P.O. BOX 38 – 17000 SUMMITVIEW ROAD**
**COWICHE, WASHINGTON 98923**
**(509) 678-8630 FAX (509) 678-4177**

*Superintendent:*
Mindy Schultz

*School Board:*
Craig Chronister
Lupita Flores
Kerry Jones
Carlos Lopez
Cindy Reed

November 2, 2026

# Extra-Curricular Event Facilitator-Winter

**Highland School District** is accepting Letters of Interest for the following extra-curricular positions for 2025-26 school year.

**Winter Site Supervisor: November 9, 2026 – February 27, 2027**

**Responsible to**: District Athletic Director

**Qualifications:**

- Must have or be able to obtain 1st Aid/CPR card prior to placement in the position;
- Be familiar with athletic/activity code, athletic handbook, coaches' handbook and District policy.
- Demonstrated ability to work in positive manner with students, parents and coaches from other schools as well as Highland.
- Have proficient knowledge of league, district and state rules regarding in-season sports.
- Preference will be given to candidates who:
  - are in-district applicants
  - are individuals with extra-curricular activities experience

**Duties and Responsibilities:**

- Aid in setup and takedown of events;
- Supervision and management of high school and/or junior high school home events as directed by the Athletic Director, including student and spectator crowd control;
- Supervision of the weight room;
- Assist with safety guidelines and procedures for all events. Work with police and emergency services to provide security and emergency support at events when necessary;
- Ensure proper spectator, coach and participant behavior; Help maintain a positive interface between parents, athletes and coaches;
- Help promote all interscholastic sports;
- Enforce all school and district rules;
- Perform other duties as specified by the district athletic director;
- Other duties as assigned.

**Salary:** Salary: $833.00 - $2,500.00, split if two or three facilitators. Successful applicant will be issued extra-curricular non-continuing contract. This position has no benefits.

**Positions opened until filled.** For further information please contact Athletic Director Kelly Fitzpatrick, ext. 8791.

If you are interested in the above position, **please send a letter of interest to the District Office.**

**Non-Discrimination Statement**

The Highland School District complies with all federal and state rules and regulations and does not discriminate on the basis of any protected class as defined by law. This holds true for all district employment and opportunities. Highland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age (40 or older), marital status, honorably discharged veteran or military status, sexual orientation, gender expression or identity, non-job related sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other legally protected status, condition or characteristic, except where a bona fide qualification disqualifies an individual, and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational and/or extracurricular school activities as well. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator and Compliance Coordinator (RCW 28A.640/28A.642): Brandon Jensen, Tieton Elementary School Principal, 711 Franklin Rd, Tieton, WA 98947, telephone 509-678-8900, e-mail- bjensen@highland.wednet.edu. Section 504/ADA coordinator: Courtney Sund, Director of Special Education, SEL and Inclusionary Practices, 17000 Summitview Rd, Cowiche, WA 98923, telephone 509-678-8772, e-mail- csund@highland.wednet.edu. Harassment, Intimidation, Bullying (HIB) Coordinator: Don Strother, Highland Middle School Principal, 17000 Summitview Rd, Cowiche, WA 98923, telephone 509-678-8870, email- dstrother@highland.wednet.edu. The Highland School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Kirsten Lenz, Highland School District Language Liaison.