



# AIMS K-12 College Prep Charter District

**Title: Athletic Coach**

**Category: Classified**

**Work Year: Seasonal**

**Employment Type: Part Time**

**Stipend: \$3250**

**Supervisor: Athletic Director**

**JOB GOALS:** The Athletic Coach at AIMS K-12 College Prep, under the direction of the Director of Schools or Athletic Director, is to lead, coordinate, and support all student activities, including and not exclusive of sports, interest clubs, student government, Pep rallies, dances and spirit weeks, etc.. One of the expectations within the AIMS K-12 College Prep Charter District community is that students give back - both externally and internally. The Student Activities Coordinator is important in helping students fulfill this expectation. (Please add here)

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

## **ESSENTIAL JOB DUTIES:**

- Works with the head coach of each sport and school site administrator to establish a pre-contest checklist to ensure the proper location of necessary equipment and supplies and proper field and/or facility preparation.
- Works with each head coach and the school site administrator to establish specifications for supplies, equipment, and services.
- Coordinates the use of facilities used by the athletic teams.
- Maintain a report of student athlete's attendance on game days
- Provides copies of all game schedules when needed.
- Emphasizes the positive aspects of athletics and encourages participation in athletics on campus.
- Performs other duties as assigned by the School Site Administrator and Athletic Director.
- Attends all required coaches meetings.
- Collecting all uniforms and equipment.
- Teaching the skills, rules and attitudes necessary for successful competition.
- Supervise students at all times from the time practice or the activity starts until the designated activity ends
- Be responsible for the conduct of student-athletes and other involved students at all times (practices, games, bus rides, other schools, etc.)
  
- Equal treatment of male and female student-athletes (Title IX).
  
- Schedules team practices
- Supervise athletes at all times during practices, transport to games, games and until athletes have been picked up by guardians, or make arrangements to ride public transportation. .

- Help arrange transportation as needed for all away contests
- In collaboration with the Head Coach plan, organize, advertise logistics for the season:
- Conduct tryouts for the particular sports program; inform the Athletic Department and participants of final selections. Maintain the integrity of the selection process.
- Help ensure the proper completion of physical examinations and all forms relating to examinations and emergency medical authorization before a student participates in any tryout, practice, scrimmage, or game
- Help plan a Senior Night at the last home contest of each year
- Assists the Athletic Director in the planning of suitable team events such as awards ceremonies and banquets.
- Consult with the Athletic Director regarding any off-season training programs, including scheduling dates for summer camps/practices, uniform fitting, pre and post tryout informational parent meetings.
- Be responsible for the security of all facilities used by the team and coaching staff when custodians are not on duty
- Perform any other duties or responsibilities related to the coaching position as needed or directed by the Principal and/or Athletic Director

#### **QUALIFICATIONS:**

- Minimum 1-2 years of relevant professional work experience preferred
- Athletic Coaching experience preferred
- Events management experience a plus
- Experience managing, training, and leading groups of students
- Experience with managing contracts with outside vendors/partners
- California Drivers License
- Experience in working with K-12 students
- Fingerprinting and TB requirements

#### **Certification Requirements:**

- NFHS Certification (First Aid, Health and Safety Fundamentals of Coaching, Concussion, Heat Stroke, COVID-19 Safety )
- CPR/First Aid Certification

#### **KNOWLEDGE AND ABILITIES:**

- Highly effective and professional communication skills with staff, students, and families
- Ability to meet the driving and transportation requirements.
- Ability to adapt and align on school-related initiatives
- Ability to meet deadlines on a tight schedule
- Highly organized, goal-oriented, and focused on outcomes
- Ability to communicate with and build relationships with students and their families in the culturally and linguistically diverse AIMS community
- Ability to uphold and reinforce school policies and procedures when addressing students and families
- Ability to work effectively in fast-paced environments
- Ability to work collaboratively and independently

- PowerSchool, Canvas, Blackboard, Google Drive, and Calendar, etc. if applicable)
- Professional orientation – appearance, communication, organization, and attitude

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Minimum Work Position (Percentage of Time):**

Standing: 20 Walking: 75 Sitting: 5

**Minimum Body Movement (Frequency): 4**

**None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)**

Lifting (lbs.): 50 Lifting: 4 Bending: 3

Pushing and/or Pulling Loads: 4 Reaching Overhead: 4 Kneeling or Squatting: 4

Climbing Ladders: 1 Climbing Stairs: 4

**NON-DISCRIMINATION:** AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

**Effective:**

**Board Approved: Pending October 2023 Board Approval**