

JOB DESCRIPTION

ATHLETIC COACH

STIPEND - \$350.00 annually (paid for with site funds)

BASIC FUNCTION

Under the direction of the Middle School Principal and in collaboration with the Athletic Coordinator, the Athletic Coach will:

MAJOR DUTIES AND RESPONSIBILITIES

1. Promote, teach, and model good sportsmanship at all times.
2. Communicate clearly with parents and participants regarding team expectations, participant progress, and schedules.
3. Coordinate and lead participants and parents in fundraising activities.
4. Ensure all participants have a ride to and from away games.
5. Work cooperatively with Athletic Coordinator and all coaches to ensure each team/participant is in a position to succeed.
6. Ensure that facilities, equipment, uniforms, and other RDV property is respected and kept in proper condition.
7. Coordinate and lead practices, attend and coach during games, and support participants with sport specific fundamentals and strategies.
 - a) If a game cannot be attended by the coach, the assistant coach, or another City of Oxnard approved coaching staff member, the team will not participate for that game. If the coach misses a total of 2 or more games, in whole or in part, the coach may be removed from the coaching assignment and paid only a pro-rata portion of the stipend.
 - b) The cheer coach will be required to attend the number of games that is proportionate to any other team/sport coach. The cheer coach will provide a game schedule calendar showing which games they will be attending to the site administrator and/or site Athletic Director at least one week prior to the first game.

8. Other duties as assigned by the principal or other administrative staff which are consistent with the general requirements and qualifications of the position.

QUALIFICATIONS:

The candidate must possess the knowledge, skills and personal leadership qualities to successfully demonstrate the ability to:

- Assist the Athletic Coordinator with coordinating assigned athletic events within the school and if applicable between school and district;
- Communicate on an ongoing basis with the Principal and Athletic Coordinator;
- Communicate effectively orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;
- Possess interpersonal skills which result in tactful, patient, respectful, and courteous interaction with others;
- Maintain consistent, punctual, and regular attendance

Physical Requirements:

Ability to hear and speak to exchange information orally and in writing; see to read a variety of materials; walk across campuses to conduct school business; sit, reach, stoop, and bend as needed to perform clerical and administrative duties. Stand for extended periods of time when assisting with student supervision.

Education and Credential Requirements:

Must possess at least a Bachelor's Degree from an accredited institution with a California teaching credential required.

Experience:

A minimum of two years teaching experience is required.

Board Approved: 9/13/2012

Revised on 4/27/2018, Pending Board Approval: