

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Assistant Robotics Coach

**DEFINITION:** Under the direction of the Principal or designee, and the Robotics Performance Coach, the Assistant Robotics Coach provides leadership, supervision, and organization to extra-curricular, after-school robotics and robotic performances during the year in accordance with District policies and regulations.

**RESPONSIBILITIES:**

- Assist the Robotics Coach in organizing the program in relationship to robotic team competitions, practice plans, and facility use
- Assist the Robotics Coach in overseeing all aspects of robotics for a particular competition including the training and instruction of students to learn and compete to the highest standards
- Apply knowledge of skills and techniques to assist students in reaching their fullest potential
- Assist the Robotics Coach in maintaining appropriate practice and competition schedules and conform to all District policies and procedures for students
- May reserve facilities and coordinate trip and transportation arrangements as necessary
- Under the direction of the Robotics Coach, provide leadership, demonstrate sportsmanship and be a positive role model for student robotic members to be enthusiastic and to demonstrate self-confidence
- Know and apply adolescent psychology as it relates to competitive performance participation
- Show respect for robotic students, officials, and others
- Respect the integrity and judgment of officials
- In coordination with the Robotics Coach, establish and maintain the safety and welfare of the robotic students as the highest priority
- Be knowledgeable and competent in the care and prevention of student injuries
- Properly instruct robotic students in the safe use of equipment and tools
- Ensure that the integrity of the competition is maintained and that basic values and principles are not sacrificed
- Ensure all robotic students participate in development and in competitions
- Provide proper supervision of robotic students during practice, at competitions, and on trips
- Use discretion when providing constructive criticism and reprimanding students
- Maintain consistency in requiring all robotic student participants to adhere to the established rules
- In coordination with the Robotics Coach, establish a systematic method of distributing, collecting and inventorying equipment and supplies
- Follow school budget policies and regulations
- Ensure that fundraisers receive prior authorization by the Site Principal and/or Board as required
- Develop and maintain a positive relationship with students, parents, the media, the community, the staff, and the administration
- Assist the Robotics Coach ensure that volunteer assistants are properly identified and registered with the District Human Resources Department prior to working with students

## **Assistant Robotics Coach (Continued)**

- In coordination with the Robotics Coach, ensure that students are well trained on the power tools and can use them safely
- Under the direction of the Robotics Coach, may instruct students on Engineering Design and how to apply this concept to designing, building, programming, and testing a robot for robotics competition
- In coordination with the Robotics Coach, schedule and compete in season and in off season competitions with students
- Perform other duties as assigned by the Principal/designee and/or Robotics Performance Coach

### **QUALIFICATIONS:**

- Knowledgeable and competent in: 1) injury prevention; 2) emergency procedures; 3) robotic coaching techniques; 4) skills, techniques, and rules of the competition being coached; 5) child psychology
- A minimum of one year experience with the *FIRST* Robotics program
- Demonstrable experience with CAD, CAM, 3D printing, and machining with routers, mills, and lathes
- Demonstrable experience with power tools and their safety requirements
- Knowledge of the general needs and behavior of children
- Ability to communicate in writing for the purposes of composing the required reports and other correspondence
- First Aid and CPR Certification prior to employment and/or beginning of relevant performance event
- Valid California Driver's License

### **EDUCATION AND EXPERIENCE:**

- College graduation
- Professional and/or College level robotics experience, training, and/or previous high school robotics experience is required

**PHYSICAL REQUIREMENTS:** of this position are, but not limited to, the following:

#### **Ability to:**

- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Sit for extended periods of time
- Ascend and descend steps
- See for the purpose of reading student work, laws and codes, rules and policies, and other related matter, and observing students
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Understand and carry out oral and written directions
- Communicate using the telephone
- Bend, twist, kneel and/or or stoop
- Lift and carry 30 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems

### **WORKING CONDITIONS:**

## **Assistant Robotics Coach (Continued)**

Indoor/outdoor working environment. Strenuous physical effort characterized by frequent running, standing, bending and lifting.

**NOTE:**

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

**Board Approval: August 18, 2022**