

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Mock Trial Coach

**DEFINITION:** Under the direction of the Principal or designee, provides leadership, supervision, and organization to extra-curricular, after-school Mock Trial and Mock Trial competitions during the year in accordance with District policies and regulations.

**RESPONSIBILITIES:**

- Organize the program in relationship to Mock Trial team competitions, practice plans, and facility use
- Oversee all aspects of Mock Trial 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
- Maintain appropriate practice and competition schedules and conform to all District policies and procedures for students
- Reserve facilities and coordinate trip and transportation arrangements as necessary
- Provide leadership, demonstrate sportsmanship, and be a positive role model for student Mock Trial members so that they gain self-confidence and demonstrate enthusiasm for program
- Know and apply principles of adolescent psychology as it relates to competitive performance participation
- Show respect for Mock Trial students, officials, coaches, and all members of the mock trial community
- Respect the integrity and judgment of officials
- Establish the safety and welfare of the Mock Trial students as the highest priority
- Be knowledgeable and competent in the care for and prevention of student injuries
- Properly attend to safety protocols for Mock Trial students
- Ensure that the integrity of the competition is maintained and the highest ethical standards are upheld
- Ensure all Mock Trial students gain competitive experience while they develop knowledge about the law, the fictional case being argued, and basic courtroom decorum
- Provide proper supervision of Mock Trial students during practice, at competitions, and on trips
- Use discretion when providing constructive criticism and managing student behavior
- Maintain consistency when overseeing the rules set by the Constitutional Rights Foundation, as well as when administering team policies
- Support and monitor participation eligibility with regards to grades, attendance, and conduct, so that it conforms to school and district standards
- Establish a systematic method of distributing, collecting, and inventorying any equipment or supplies used by the team
- Under the direction of the Site Administrator, plan and manage the budget of the program. 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

## **Mock Trial Coach (Continued)**

- Ensure that volunteer assistants are properly identified and registered with the District Human Resources Department prior to working with students
- Recruit students and adult mentors for the Mock Trial program
- Schedule competitions with out-of-county teams in preparation for the Monterey County competition and potentially the State and National Mock Trial competitions
- Perform other duties as assigned by the Principal/designee

### **QUALIFICATIONS:**

- Knowledgeable and competent in: 1) injury prevention; 2) emergency procedures; 3) Mock Trial coaching techniques; 4) skills, techniques, and rules of the competition being coached; 5) adolescent psychology
- 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

**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
- Understand and carry out oral and written directions
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone
- Bend, twist, kneel and/or or stoop
- Lift and carry 20 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems

### **WORKING CONDITIONS:**

Indoor and occasional outdoor working environment. Competitions are typically held in school classrooms or official courtrooms. Some practices may be held outdoors when weather is favorable.

### **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.