

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Robotics/ROV Coach – Middle School

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

Summary:

The robotics coach position oversees the robotics program at Pacific Grove Middle School. While the actual season runs from early October through December, the team has preseason and postseason build sessions. In addition to practicing for competitions, outreach to the Middle School community is an essential part of the robotics experience which includes exposing robotics and technology to students.

Essential Functions:

- Organize and supervise the competitive season, including tasks for all students to participate.
- Develop and coordinate volunteers on the team. Oversee volunteers and assign them appropriate tasks given their interest and expertise.
- Maintain accurate records of all team expenditures and purchases; conforms to all District policies and procedures.
- Coordinate and register teams to enter competitions and maintain records to ensure proper entry into these events.
- Work with staff to publicize events and organize logistical tasks for practices and competition including but not limited to transportation to competitions, communication with participating families, and coordinating with competition hosts.
- Properly instruct robotic students in the safe use of equipment, tools, methods and district safety protocols (e.g. Big Five)
- Develop ongoing communication between team members, families, and volunteers about the robotic team's events and accomplishments.
- Complete, process, and maintain records and forms related to eligibility, parent releases, discipline, injuries, and accidents.
- Communicate with the school regarding any unsafe situations in the flex lab. Work with the information technology department to ensure computers are in working order with appropriate software.
- Ensure all team artwork, banners, buttons and t-shirts are appropriate.
- Provide leadership, demonstrate sportsmanship and be a positive role model for student robotic members to be enthusiastic and to demonstrate self-confidence
- Other related duties as assigned

Ability to and Knowledge of:

- Basic knowledge and deep interest in all aspects of robotic and engineering sciences
- Passion for learning robotics and teaching students
- Positive student behavior management ability and techniques so that projects develop in a manner that promotes a safe learning environment at all times
- Possess the personal characteristics of a role model, including integrity, initiative, emotional maturity, dependability, courtesy, good judgment and ability to guide children constructively and work cooperatively with others
- Self-motivated and organized
- Proficient in finding solutions to problems

Minimum Qualifications:

- Associate /B.A/B.S. in Education or a STEM-related field
- Robotics Competition experience preferred

Licenses and Certificates:

- Possession of a valid Class C California driver’s license and evidence of insurability
- Complete TB clearance or risk assessment
- Complete DOJ/FBI Background check (Livescan)
- CPR/First Aid Certification

Physical Demands / Working Conditions:

Mainly in an indoor classroom environment • Occasional work managing students in an outdoor setting under normally-acceptable weather conditions. Must be willing to work on weekends when related activities are scheduled.

Physical agility which may include kneeling, walking, pushing/pulling, squatting, twisting, turning, bending, stooping and reaching overhead. Physical strength sufficient to periodically lift and/or carry 25 pounds of materials or supplies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Year: Seasonal

Salary Range: Stipend Position