

SAEL SPORTS COACH JOB DESCRIPTION 2018-2019 School Year

Sierra Academy of Expeditionary Learning (SAEL) strives to create a learning community that empowers both adults and students. Teachers and coaches are expected to maintain an ethic of excellence in their practice and to encourage their student-athletes to do the same. Through our partnership with Ghidotti Early College High School (GECS), we offer the opportunity for student-athletes to engage in a character-driven sports program that supports student-athletes to develop both physical skills and positive character. SAEL has a multi-campus agreement with Ghidotti which allows students from both schools to participate on the same CIF varsity teams.

This job description is meant to provide structure to the responsibilities and accountability of this position. There may be additional responsibilities that a coach undertakes or that are assigned as needs of students and of the team arise. The Sports Coach is officially supervised and reports to the SAEL Administrator and is expected to work closely with the Athletic Director.

REQUIRED DOCUMENTATION TO APPLY is ideally emailed directly to the SAEL Principal (ecrane@sierraacademy.net) and can be found on the Staff page of our website:

- *SAEL Application for Classified Staff*
- *Resume*
- *Cover Letter*
- *At least 1 letters of recommendation*
- *At least 3 additional references (at least one recommendation or reference from a supervisor)*
- *Coaching certifications, CPR, AED, and First Aid (or ability to obtain)*

Employment Term:

- Annually considered coaching agreements are offered for each sport for each season.
- Practice TBD: Most likely after SAEL's dismissal at 4:30pm.
- Sporting Event Times and Locations TBD: Can be several hours on weekdays and weekends.
- Practice locations: Depending on availability will be at SAEL's black top, Pioneer Park, trails around SAEL, trails around Ghiddotti, Sierra College Gym, Sierra College Field, community tracks, etc.

Stipend:

- Appropriate placement on the Non-Certificated Salary Schedule in relation to Coaching Tiers
 - Girls and Boys Cross Country, Boys and Girls Track and Field, Boys (with Girls) Soccer, Boys Basketball, Girls Basketball: Stipend 6

Education and Experience:

- Baccalaureate or higher degree with prior experience in athletics, physical / adventure activity leading, and/or coaching at a secondary level.

Certificates and Licenses:

- CIF mandated coaching certifications including First Aid, AED, and CPR (or ability to obtain and maintain): http://www.cifstate.org/coaches-admin/coaching_education/certification.
- Valid CA driver's license and ability to pass SAEL driver screening program with appropriate evidence of insurance and clean driving record.
- TB, and criminal justice fingerprint clearance.

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit and run. While performing the duties of this job, the employee may push or lift up to 40 lb. such as boxes of supplies. The employee is directly responsible for safety, well-being, or work output of students. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

Work Environment:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Based on the needs of the student-athletes and the team as a whole, a Sports Coach is responsible for:

- Coaching your specific varsity sport in alignment with the National Standards for Sports Coaches including using character and growth mindset when working to improve student-athlete performance.
- Supervising sports practices and events from start to finish with reasonable accommodations made to be within sight and/or sound of all student-athletes as much as possible.
- Believing your team can and will succeed, whether through official wins or through individual

improvement on skills, instilling that belief in your team, and ensuring this belief permeates your team.

- Follow all CIF rules, regulations, and expectations.
- Recruiting, retaining, and supporting student-athletes for the team.
- Ensuring student-athletes are held to high expectations while also supporting them to learn what it means to be a committed varsity student-athlete.
- Working through interest meetings, recruitment activities, and try outs with a “no cut” mentality and approach, allowing student-athletes who are willing to come to every recruitment event and practice a chance to earn and keep a spot on the team; although this does not guarantee playing time, it guarantees an ability to participate.
- Collecting all necessary documentation for sports clearance and eligibility for all student athletes and providing it to the Athletic Director.
- Keeping accurate practice sign in and sign out attendance records.
- Creating a positive, character-driven culture around athletics and athletic performance that is clearly communicated and modeled with student-athletes, families, opposing teams, and sporting officials.
- Immediately reporting any physical accidents to the SAEL Principal and Office Manager so proper incident reporting can occur.
- Adhering to the best practices and requirements laid out by the latest coaching certifications including, but not limited to, concussion protocols and timelines for returning to games/practices.
- Working with both schools to adhere to internal character and disciplinary consequences for negative behavior that can result in detention, suspension, or expulsion that can affect the ability for a student-athlete to attend practices, games, and/or remain on a sports team.
- With the support of the Athletic Director, ensuring all student-athletes are CIF eligible to participate and remain participating in varsity athletics.
- Reading, adhering to, and signing the SAEL Staff and Volunteer Handbook and all its standards for appropriate interaction with student-athletes.
- Representing the team with integrity, pride, and professionalism in all interactions as a coach of this team and as a representative of both Sierra Academy and Ghidotti.
- Remaining available for emergency medical situations involving student-athlete injury during practice or sporting events.
- Being on time for practices, events, duties, team meetings and professional development activities.
- Engaging in fundraising opportunities.
- Creating strong relationships with other schools and coaches in order to leverage those for game and scrimmage opportunities.
- Collecting and maintaining documentation for dues to be passed on to appropriate supervisory staff.
- Seeking to resolve conflicts with colleagues as soon as they arise and ask for support from other staff and administration when needed.
- Maintaining a growth mindset.
- Willingness to work with student-athletes from both schools equally and to always address all student-athletes of being worthy and a part of our varsity program.
- Willing to respond in a timely manner to e-mails, voice mails, and calendar requests, as

appropriate.

- Engage in practices only during designated season times in accordance with all CIF expectations.
- Working agreed upon coaching practice hours, game hours, and team meeting hours in order to earn the full amount of the stipend. The stipend will not be distributed unless hour requirements are met.
- Other related duties as assigned.

SAEL is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, sexual orientation, age, national origin or disability.

Job Description Appendix A 2018-2019 Calendar **DRAFT**

July							August							September							October						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
1	2	3	H	5	6	7				1	2	3	4							1		1	2	3	4	5	6
8	9	10	11	12	13	14	5	PD	PD	PD	PD	PD	11	2	H	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	PD	PD	15	16	17	18	9	10	F	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	PD	18	19	20	21	22	21	B	B	B	B	B	27
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

November							December							January							February						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
				1	2	3						1			H	B	B	B	5						1	2	
4	SLC	SLC	SLC	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	H	13	14	15	16	17	9	10	11	12	13	14	15	13	14	F	16	17	18	19	10	11	12	13	14	H	16
18	19	20	B	H	H	24	16	17	18	19	20	21	22	20	H	22	23	24	25	26	17	H	19	20	21	22	23
25	26	27	28	29	30		23	B	H	B	B	B	29	27	PD	29	30	31			24	25	26	27	28		
							30	B																			

March							April							May							June						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
					1	2		1	2	3	4	5	6				1	2	3	4						1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	SLC	SLC	SLC	15	16	14	B	B	B	B	B	20	12	S	14	15	16	17	18	9	10	PD	PD	PD	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	B	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	S	30					26	H	28	29	30	31		23	24	25	26	27	28	29
31																					30						

School Breaks and Holidays			
August 6-10, 2018	Professional Development Days	January 21, 2019	MLK Holiday
August 13-14, 2018	Professional Development Days	January 15, 2019	All Family Meeting
August 15, 2018	First Day of School	January 28, 2019	Prof Development Day
September 3, 2018	Labor Day Holiday	February 15 & 18, 2019	Presidents' Holidays
September 11, 2018	All Family Meeting	March 12-14, 2019	Student Led Conferences
September 17, 2018	Professional Development Day	April 15-19, 2019	Spring Break
October 22-26, 2018	October Break	April 29, 2019	Snow Day Make Up
November 5-7, 2018	Student Led Conferences	May 13, 2019	Snow Day Make Up
November 12, 2018	Veterans Day Holiday	May 27, 2019	Memorial Holiday
November 21-23, 2018	Thanksgiving Holiday	May 28 - June 7, 2019	Spring Intensives
December 10-20, 2018	Fall Intensives	June 6, 2019	Last Day of School
Dec 21, 2018 - Jan 7, 2019	Winter Break	June 7, 2019	Graduation@Miner's Foundry
		June 11-13, 2019	Prof Development Days

Key to Symbols	
B	- School Break
F	- All Family Meeting
H	- Holiday
PD	- Professional Development
SLC	- Student Led Conferences
S	- Snow Day

End Dates	
1st Semester:	12/21/2018 (82 days)
2nd Semester:	6/6/2019 (96 days)

Days Calculated
178 Student Instr Days

65,005 Instructional Minutes
143 Regular School Days, 35 Fridays

JOB DESCRIPTION APPENDIX B 2018-2019 School Schedule **DRAFT**

Sierra Academy 2018-19 Bell Schedule

Monday - Thursday	
Opening Circle for Teachers	9:00
Period 1	9:20 - 10:40
Period 2	10:43 - 12:03
Lunch	12:06 - 12:36
Period 3	12:36 - 1:56
Period 4	1:59 - 3:19
Period 5: Crew	3:21 - 4:00
Office Hours	4:00 - 4:30
Dismissal	4:30

Fridays	
Opening Circle for Teachers	9:00
Period 1	9:20 - 10:05
Period 2	10:08 - 10:53
Period 3	10:56 - 11:41
Lunch	11:41 - 12:11
Period 4	12:11 - 12:56
Community Mtg	1:00 - 1:33
Dismissal	1:33
PD for Teachers	1:45 - 4:00

Student Led Conferences	
Opening Circle for Teachers	9:00
Period 1	9:20 - 9:59
Period 2	10:02 - 10:41
Period 3	10:44 - 11:22
Period 4	11:25 - 12:03
Lunch	12:03 - 12:33
Period 5: Crew	12:33 - 1:33
Student Led Conferences	1:33 - 4:30
Dismissal	4:30

Student Led Conferences Dates
1st Semester: November 5, 6 & 7, 2018
2nd Semester: March 12, 13 & 14, 2019