



# GRACE BRETHREN SCHOOLS

## JOB DESCRIPTION: ASSISTANT FOOTBALL COACH

### INFORMATION

<b>Job Title:</b>	<b>Assistant Football Coach</b>	<b>Wkly. Hrs./Weeks:</b>	
<b>Department:</b>	Athletics	<b>Pay Grade:</b>	
<b>Reports To:</b>	Head Coach	<b>Classification</b>	
		<b>Effective Date:</b>	

### SUMMARY

The Assistant Football Coach assists in developing and advancing a quality athletic program at the JH-HS campus that supports the vision, mission and purpose of Grace Brethren Schools. The Assistant Football Coach assists in providing leadership and supervision for team and individual athletes, and works closely with the other staff and administration of Grace Brethren High School.

### ESSENTIAL FUNCTIONS

- Assist in the coordination and supervision of the Football program and team.
- Assist in the design of a training program and game program.
- Assist in the organization and supervision of the coaching staff to assure that the program is properly implemented.
- Ensure that all athletic activities conform to CIFSS guidelines.
- Communicate effectively with all members of the school and community.
- React to change productively and handle other tasks as assigned.
- Support the value of education

### COMPETENCIES

- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in diverse settings, both on campus and in the community.
- Ability to organize workflow and coordinate activities.
- Ability to demonstrate effective communication skills both orally and written.
- Ability to commit to the highest ethical standards.
- Ability to participate in evening and weekend commitments as necessary.

### QUALIFICATIONS

- Recognizable personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of Grace Church of Simi Valley and Grace Brethren Schools with a continuous exhibition of desire to minister and serve others in varied capacities
- Functioning member of a local church
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds
- Competent, professional and personable
- Excellent oral and written command of the English language is required
- Ability to compose, proofread and edit correspondence
- Possess excellent organizational skills

- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory
- Multitasked in an environment with many distractions is a must
- Reading and comprehending correspondence is imperative

### **WORKING CONDITIONS**

- Working Environment: Typical football environment, with responsibilities that require visiting other areas on campus
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.
- Travel: Some travel involved including overnight stays

### **ADDITIONAL INFORMATION**

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Brethren Schools policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Brethren Schools does not discriminate on the basis of race, color, sex (including pregnancy), religion, national or ethnic origin, age, sexual orientation, gender identity or expression, honorably discharged veteran or military status, marital status, sensory, mental, or physical disability, or generic information, or any other status protected by local, state, or federal law in the administration of its educational policies, athletics, or other programs, or in the administration of its hiring and employment practices.

### **APPLICATION PROCESS**

Completed application form from Grace Brethren Schools. This can be obtained by contacting:

**Office of Administration, Human Resources**  
**2762 Avenida Simi • Simi Valley, California • 93065**  
[hr@gracebrethren.com](mailto:hr@gracebrethren.com) 805.522.4605

Selection Process: All applications will be reviewed by the Human Resources department. Selected candidates will be invited to participate in a personal interview process at Grace Brethren Schools. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures: All documents included in your application remain the sole property of Grace Brethren Schools and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.