

Ontario–Montclair School District

NEW CLASS SPECIFICATION Lead Athletics and Activities Trainer

Range 44

GENERAL PURPOSE

Under general supervision of the Director of Athletics and Extracurricular Activities and the Expanded Learning Coordinator, promotes sportsmanship, creativity and fosters good character in student participants. Ensures the safety and welfare of all participants. Supports student engagement by organizing District and school site events. Supervises students in practice areas, locker rooms, buses and at all times during the activity periods.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Provides direction to students and staff in expanded learning program activities/events;
2. Responsible for the logistics of event staff, including; recruiting coaches and officials, assigning duties, training, and monitoring time cards/invoices;
3. Assists in the logistics of events, including communication, scheduling, transportation, staffing, and set-up;
4. Organizes, maintains and monitors events; determines safety conditions and ensures safety of student activities; educates students regarding the proper care of equipment and use of facilities;
5. Maintains appropriate records and other necessary documentation;
6. Monitors and addresses student and spectator behavior and reports incidents to the Director of Athletics and Extracurricular Activities or their designee. Assists with student discipline and conflict resolution; accompanies students as needed; may provide basic first aid to students as needed;
7. Models good sportsmanship behavior and maintains and supports appropriate conduct towards players, officials, and spectators;
8. Participates in District sponsored events, special activities, including Parent's Night, banquets, award nights and Pep Assemblies;
9. Collaborates with the District Accounting office regarding event fees and payment for officials; and
10. Will work on weekends, after and before school.

QUALIFICATIONS

Knowledge of:

1. Methods and practices of the designated activity.

2. Correct English usage, including spelling, grammar and punctuation.
3. Materials, supplies and equipment used in team and individual activities.
4. Methods and techniques for setting up activities and courts for competitions and performances.
5. Basic first-aid methods and techniques.
6. Health and safety regulations.
7. Basic record-keeping techniques.

Ability to:

1. Organize, set priorities and exercise sound judgment within areas of responsibility.
2. Understand, explain and apply District policies, rules and regulations related to areas of responsibility.
3. Maintain athletic facilities in a clean and sanitary condition.
4. Perform basic first aid.
5. Organize and maintain confidential student records and files.
6. Communicate clearly and effectively orally and in writing.
7. Understand and follow written and oral instructions.
8. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
9. Establish and maintain effective working relationships with District faculty, staff, students and others encountered in this class.

Education, Training and Experience:

High School Diploma or GED; Associate Degree or higher preferred; First Aid Certificate and CPR Certificate. One year of progressively responsible experience in providing supervision or direction of group activities to children; or some combination of education, training and experience that produces the requisite knowledge and ability for the specified activity.

Licenses; Certificates; Special Requirements:

Possession of a valid California Driver's License and a good driving record; Possession of a Red Cross Multi-Media First Aid Certificate or equivalent certificate from the American Heart Association or National Safety Council approved agency.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. The employee also is regularly required to stoop, kneel, bend, crouch or

crawl, climb or balance and lift up to 25 pounds, frequently lift and move up to 10 pounds, and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District faculty, staff, students and others encountered in this class.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in athletic facilities, outdoor venues, and inclement weather. The noise level in the work environment can be loud.

Board Approved: April 21, 2022