

ONTARIO-MONTCLAIR SCHOOL DISTRICT

COORDINATOR, LEARNING & TEACHING

DEFINITION:

Under supervision of the Director I, Learning and Teaching Division, develops, coordinates, implements, and monitors the extra-curricular athletics and activities programs for the Ontario-Montclair School District (OMSD); implements athletic programs and activities that generate positive school/district spirit, increase student attendance, improve student behavior, improve academic achievement, develop sportsmanship, and promote physical activity and well-being; coordinates, monitors and supervises and evaluates the elementary physical education programs and staff, as well as the district mentor program and staff.

ESSENTIAL DUTIES:

- Implements the philosophy, goals, and policies of the district as adopted by the Board of Trustees
- Assists in the planning, development, and organization, coordination, and supervision of instructional programs and activities, which includes curriculum development, program and activity development, and design and delivery processes, and in the development of implementation strategies;
- Develops, implements, coordinates, and monitors extra-curricular athletics and activities programs
- Develops, implements, coordinates, monitors and evaluates the elementary physical education programs and staff
- Develops, implements, coordinates, and evaluates the district mentor program and staff
- Ensures that students have access to safe facilities (OMSD and outside) and appropriate supervision while participating in extra-curricular activities.
- Communicates and coordinates information and assistance to administrators, sites, students, families, and community to ensure success in programs
- Coordinates with transportation to ensure safe and timely delivery of students
- Serves as the district liaison related to athletics/activities, elementary physical education and mentor programs
- Recruits coaches and staff to implement the athletics/activities, physical education and mentor programs
- Coordinates with payroll to ensure timely payments of stipends and other costs
- Provides professional development to extra-curricular leads, coaches, and staff
- Coordinates with fiscal services and outside vendors
- Maintains appropriate records, summaries and other necessary documentation
- Determines safety conditions and ensures safety of students
- Facilitates and monitors the use of equipment, supplies, and facilities
- Researches and applies for grants and develops partnerships for sponsorships to help enrich programs
- Provides day-to-day leadership and management of programs
- Coordinates extended school year programs (i.e. Saturdays, spring break, summer)
- Develops and maintains evaluative tools to measure the impact of the programs towards identified outcomes

ABILITY TO:

- Work effectively with administrators, staff, parents, students, and community to successfully carry out the essential functions.
- Design, develop, implement and conduct training and staff development activities
- Communicate effectively both orally and in writing concerning essential functions
- Establish and maintain cooperative and effective working relationships with others
- Operate appropriate technology utilizing district identified and/or approved software
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Plan and organize work
- Prepare and maintain various records, reports, and files

EDUCATION AND EXPERIENCE:

Valid California Administrative Credential. Four (4) years teaching experience. Experience in organizing extra-curricular athletics and activities programs.

TERMS OF EMPLOYMENT:

Placement on the Management Salary Schedule commensurate with experience and training.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of Board Policy

LICENSE REQUIREMENT:

Possession of a valid California Motor Vehicle Operator's License.

CONDITION OF EMPLOYMENT:

Insurability by the District's liability insurance carrier.

PHYSICAL DEMANDS:

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 regularly required to talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristic described here are representative of those an employee encounters while performing 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 works in athletic facilities or outdoors on athletic fields in which the work environment can be loud and/or in outside weather conditions.

BOARD APPROVED: **May 7, 2015**