

CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – TEMPORARY – SHORT TERM – AT WILL

POSITION: ASSISTANT PEP COACH

RATE: \$2128/Semester

A. PRIMARY FUNCTION

Under general supervision of school site staff, to assist in the supervision of students as needed for extracurricular activities (activities can include afterschool clubs, sports and pep squad) to ensure proper safety and conduct. Hours and days/week can vary.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Escort student to afterschool extracurricular activities and assist during practices, games, performances, etc.
2. Supervise and accompany students on busses as they are being transported to and from activity trips.
3. Be responsible for the safety of assigned student(s) at all times.
4. Establish rapport with assigned student(s).
5. Adhere to requirements for confidentiality regarding student information.
6. Attend meetings and in-services as required.
7. Model mutual respect and appropriate behavior interacting with all students.

C. QUALIFICATIONS

1. Knowledge of:
 - a. Correct English usage, grammar, vocabulary and sentence structure, both orally and in writing.
 - b. Basic organizational skills.
 - c. Basic student management and motivation techniques.
 - d. General purposes and goals of public education.
2. Ability to:
 - a. Accept training and guidance provided by the Supervisors and/or Teachers, and modify performance accordingly.
 - b. Effectively supervise and direct the work of individual student(s) and groups of students.
 - c. Demonstrate patience, warmth, and a genuine appreciation for children.
 - d. Follow oral and written instructions.
 - e. Establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work.
 - f. Establish and maintain friendly, cooperative and effective relationships with students.
 - g. Use correct English usage, spelling, grammar and punctuation.
 - h. Motivate and encourage student(s)' participation in appropriate school and off-site activities.

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment.
2. Ability to hear and understand speech at normal levels in person and/or on the telephone.
3. Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
4. Ability to operate computer, typewriter, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.
5. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.
6. Good health, strength and sufficient energy to maintain a rigorous work schedule requiring on-going physical activity which may include the lifting of a student.

E. WORKING CONDITIONS

School working environment subject to bending, crouching or kneeling to assist students, pushing/pulling and lifting of instructional equipment and supplies, sitting on chairs and/or floor and leaning over desks for prolonged periods of time and reaching in all directions.

Board Approved: Pending