



Monarch School Project Athletic Instructor (K-12)

Monarch School Overview

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social-emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit, Monarch School Project (MSP), a 501(3) corporation. For more information, please visit www.monarchschoools.org.

Position Summary

The Athletic Instructor is responsible for providing engaging physical education, standards-based courses, supporting K-8 recreational sports which include games, practices, travel, gym supervision, and acquiring nutritional needs purchased by the Athletic Department. The Recreational Sports Associate will supervise and work with K-12 students in scheduled program activities. The Recreational Sports Associate will collaborate with other team members, families, and school personnel to provide structured activities within the community. This role will also ensure a safe and supportive environment and coordination of structured athletic activities offered by the Athletics Department.

Reporting Relationship

The Athletic Instructor reports directly to the Manager of Recreation & Wellness. However, the Athletic Instructor must be able to communicate with other team members.

Supervisory Responsibilities

The Athletic Instructor in this position will not have any supervisory responsibilities.

Position Responsibilities and General Responsibilities

Physical Education & Sport Courses (K-12)

- Teach CA Department of Education standards-based physical education department curriculum
 - Must demonstrate ability to scaffold instruction for varied learners (i.e. English language learners; students dealing with active trauma)
- Must demonstrate varied knowledge of different sports and non-athletic activities (i.e. fitness circuits and games) and redirect in a trauma-informed and restorative manner if necessary
- Ability to work collaboratively with multiple stakeholders on campus across SDCOE and MSP departments

- Regular meeting with classroom teachers in order to connect classroom themes and project-based learning curriculums
- Maintain regular communication and follow-up with classroom teachers regarding behavior, incidents, and/or student progress
- Ability to demonstrate classroom management in multiple environments (indoor, outdoor) with student safety as top priority
- Maintain inventory of athletic department equipment used in physical education courses; report damages and wear-and-tear to Manager of Recreation and Wellness
- Attend regular supervisory meetings to discuss course developments and student updates, as well as receive coaching and feedback from supervisor
- Coordinate and lead programming for K-8 during the core day and after school.

Athletics Department Support

- Coordinates in essential activities and duties within the Athletics Department to ensure K - 12 Athletic and Recreational Sports are carried out safely and effectively, including (but not limited to):
 - Active gym supervision during games
 - Transporting students to and from contests and (if pre-arranged with guardians) transporting home
 - Coordinate laundry and uniform prep
 - Coordinate delivering nutritional needs for student-athletes with funds from Athletic Department budget
 - Actively assisting in general pertinent gym clean-up after contest ends
- Coach K-5 recreational sports after school and off campus
- Aligns actions according to the therapeutic model, emphasizing an inclusive approach that is strength-based, trauma-informed, and restorative.
- Actively supervise program participants, ensuring their guidance and safety always.
- Communicate in a positive and professional manner with all participants, families, school and district personnel, and community partners.
- Provide positive behavior guidance that supports the developmental, social-emotional, and physical needs of all students.
- Perform daily duties that ensure space is properly maintained, organized, clean, and safe.

Internal Communications

- Serve as a role model to homeless and “at-risk” students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that “Kids Come First” at all times.
- Protect students’ rights, safety, health, privacy, welfare and best interests at all times.

General Responsibilities

- Exemplify Monarch's Core Values of Community, Relationships, Strength and Healing
- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that "Students Come First" at all times
- Protect students' rights, safety, health, privacy, welfare and best interests at all times
- Know available resources at Monarch and refer students to appropriate staff for additional support
- Participate in professional development
- May be required to occasionally drive school-approved transportation
- Perform other duties and projects as assigned

Education and Experience

- Bachelor's degree required
- Three years of experience working with K-12 school aged youth.
- Previous experience working and/or participating in CIFSDS (or state equivalent) athletics activities preferred

Preferred Skills

- organizational and project management skills, including the ability to juggle multiple workflows and easy adapt to shifting priorities in a fast-paced environment
- Ability to bring a collaborative spirit to internal and external partnerships
- Ability to adapt communications styles based on the priorities and needs of a given audience
Strong
- Ability to apply restorative justice protocols, strengths-based practices and trauma-informed care
- Data management and analytical skills
- Ability to thrive in an authentic, feedback-driven environment
- A willingness to commit Monarch's mission of creating safe spaces for students, building authentic relationships

Certificates and Licenses

A valid California Driver's License and proof of current car insurance is required.

COVID-19

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing HR@monarchschoools.org as soon as possible.

Work Environment

The work environment characteristics 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 is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Equal Opportunity Employment:

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Status and Compensation

This is a full-time, hourly position, with pay starting at \$24 to \$26/hr.

Competitive benefits package includes: Paid Time Off (PTO) starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

Application Process

Interested candidates should email a resume, cover letter, and one letter of recommendation to HR@monarchschoools.org with “**Athletic Instructor (K-12)**” in the subject line. This position will remain open until filled.