



## **Monarch School Project**

### **Full-Time Athletic Coordinator (MSP) / Part-Time CIF Athletic Director (SDCOE)**

#### **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 up to 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](http://www.monarchschoools.org).

#### **Position Summary**

The Athletic Coordinator (MSP) / CIF Athletic Director (SDCOE) is expected to be a leader, coach, and role model for Monarch's athletic community. Under the supervision of the Director of Student Engagement and Manager of Health and Wellness, the Athletic Coordinator leads all 9th-12th grade athletics offerings, assists in the administering of 6th-8th grade athletics at Monarch, and, on behalf of SDCOE, functions as a part-time California Interscholastic Federation (CIF) Athletics Director at the division 5aa level. The Athletic Coordinator should provide clear direction, in collaboration with key stakeholders, on how to best build and nurture Monarch's athletic programming. This is a year-round position and maintains normal work hours throughout the summer term as well.

*NOTE: The CIF Athletic Director portion of the role is a stipend position through the San Diego County of Education (SDCOE), requiring additional collaboration with SDCOE and coordination with onsite school administrators. This stipend supplements the full-time Athletic Coordinator salary through the Monarch School Project. The bulk of this role functions under the management of the Health and Wellness Manager and Director of Student Engagement.*

#### **Reporting Relationship**

This position will report directly to the Health and Wellness Manager in its capacity as full-time Athletic Coordinator for MSP and to the Monarch School Principal as part-time CIF Athletic Director for SDCOE. The incumbent must be able to communicate with other team members and external stakeholders as needed.

#### **Supervisory Responsibilities**

This position will oversee all CIF stipend coaches and student athletic interns but does not supervise any full-time staff and is thus not classified as a managerial position.

## **Position Responsibilities and General Responsibilities**

The individual will perform the following duties and responsibilities along with other duties that may be assigned:

### **Leadership and Vision**

- Collaborate with the Health and Wellness Manager to develop long-term plans and Logic Model for CIF athletics.
- Oversee CIF coaches and student athletic interns, including recruitment and management of interns.
- Serve as the primary advocate for the athletics program, promoting its value and representing student-athletes and coaches in meetings with administration, parents, and the community.
- Provide leadership during crises, ensuring the safety and well-being of all stakeholders.
- Foster good sportsmanship, academic excellence, positive attitudes, and strong character.
- Participate in Student Engagement Team meetings and demonstrate professionalism in interactions with students, families, and colleagues.
- Develop and implement a strategic vision for athletics that aligns with the school's mission and promotes growth, performance, and community impact.

### **Coaching and Staff Development**

- Coordinate coaching schedules, including practice times and availability for games.
- Advertise and solicit applicants for open SDCOE coaching positions, arrange/ conduct interviews, and make staffing recommendations to the principal. Ensure all hiring processes are followed with fidelity prior to any coach starting assignment.
- Assure the submission by coaches of team rosters, team scores, and individual or team records are accurate. Assist in record/scorebook-keeping and inputting scores into MaxPreps and CIF Home Campus to validate power rankings.
- Conduct pre-game briefings with coaches, school administration, security, and front desk staff to review expectations, procedures, and CIF rules for game day protocols.
- Give feedback to coaches during practices and games to evaluate their interactions with student-athletes, officials, and event staff, providing mentorship, guidance, and feedback to help them grow and excel in their roles.
- Organize and oversee professional development opportunities for coaches, ensuring they are equipped with the latest training, techniques, and strategies to effectively lead their teams.

### **Student-Athlete Engagement and Support**

- Schedule contests and practices.
- Order uniforms and practice gear from the athletics budget.
- Arrange necessary transportation, and snacks/ game meals.
- Plan student athlete celebrations.
- Coordinate with the Health and Wellness team the annual CIFSDS Monarch Student Athlete Symposium, Physical Fitness Test, and end of seasons co-coordinates banquets with H&W manager.
- Encourage sport participation among Monarch students through clear and consistent student/family communication.
- Support student-athletes who are interested in college athletics through the NCAA recruiting process.

- Build strong relationships with each student, acknowledging them by name and regularly checking in on their well-being.
- Foster a positive environment among teams, ensuring there is no bullying towards teammates or others.
- Hold student-athletes accountable for maintaining the standards set forth in the student handbook.
- Regularly check-in with teachers to ensure student athletes attend school and comply academically.
- May be required to occasionally drive school-approved transportation

### **Classes and Instruction**

- Offer daily athletic lessons for grades 6-8 and weekly sessions for high school students, incorporating Social-Emotional Learning (SEL) in collaboration with programmatic teams.
- Provide after-school programming during summer school.
- Participate in lunch supervision as assigned.
- Perform other athletic and after-school program-related duties as assigned.

### **Program Development and Community Engagement**

- Represent Monarch at CIFSD as the CIF Athletic Director (includes an additional stipend from San Diego County Office of Education) and attend league meetings.
- Submit an annual written report evaluating the athletics program, with recommendations for improvements if requested by the site administrator.
- Maintain ongoing communication with league administrators and SDCOE staff.
- Serve as a positive role model for student-athletes and ensure all students and adults in the program uphold the same standards.
- Develop partnerships with community organizations to expand athletic opportunities for students.
- Identify and develop new opportunities within the athletics program, such as reviving dormant sports. Recruit and mentor coaches to align these programs with the school's mission and values.
- Build relationships with local organizations, schools, and businesses to enhance the athletics program, securing donations, sponsorships, and resources that benefit student-athletes and promote school spirit.
- Plan and execute major events, including league championships, tournaments, and recognition ceremonies. Coordinate logistics, secure resources, and ensure smooth operations.
- Attend and participate in high school community circles and other student events.

### **Facilities and Event Management**

- Coordinate league and athletics facility usage and licensing.
- Oversee facilities and logistics for after-school and weekend sporting events, including welcoming referees, assisting with parking, greeting opposing teams, setting up the gym, and managing crowds.
- Inspect playing areas before each event to ensure the safety of student-athletes, families, opposing teams, and their communities.
- Perform athletics facility maintenance tasks and submit reports as needed.

### **Compliance and Administration**

- Ensure all student-athletes are eligible according to Health and Wellness program guidelines and specific CIF league policies.
- Enforce the rules and regulations of the sport as outlined in the CIF SD Green Book ([https://www.cifsd.org/governance/documents/cifsd\\_green\\_book\\_2022-2023.pdf](https://www.cifsd.org/governance/documents/cifsd_green_book_2022-2023.pdf)).
- Adhere to district policies, league, state, and national governing body rules and procedures.
- Take legal responsibility for your actions and those of assistant coaches and student-athletes.
- Ensure all athletic programs comply with CIF rules, school policies, and state regulations. Monitor and enforce adherence among coaches, athletes, and support staff.
- Manage the scheduling of practices, games, and events, coordinating with other schools and organizations to prevent conflicts. Oversee logistical arrangements, including transportation and facilities use.
- Maintain accurate personal timecards.
- Follow financial best practices to ensure the department operates within budget.

### **General Responsibilities**

- Exemplify Monarch's Core Values of Community, Relationships, Learning, 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
- Maintaining student records and files, with consistent and accurate reporting
- Operate equipment such as copy machines, computers and audiovisual equipment
- Perform other duties and projects as assigned

### **Education and Experience**

- Fundamentals of coaching. Previous coaching and playing experience are preferred.
- Two (2) years of college or an A.A. degree in Recreation Management, Physical Education, Sports Management or a related field and two years of experience working in athletics OR Five (5) years' experience working in athletics preferred.
- Minimum of one (1) year program management experience.
- Strong oral and written communication skills.
- Experience in both short- and long-range planning and the ability to focus on administrative details.
- Must be able to work collaboratively and effectively with other staff, scholar athletes, coaches and administrators.

### **Preferred Skills**

- Strong 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
- 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

- Exemplifies professionalism when working with students, families, and colleagues.
- Maintain a positive attitude.
- A willingness to commit to Monarch's mission of creating safe spaces for students, building authentic relationships.
- Be open and willing to adapt to new situations and challenges.

### **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](mailto: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 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**

The Athletic Coordinator is a permanent, full-time, hourly position with Monarch School Project, with pay starting at \$22.00 to \$24.00 per hour. The CIF Athletic Director is paid as a stipend position through SDCOE at \$4,879.00 per fiscal year.

**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](mailto:HR@monarchschoools.org) with “**Athletic Coordinator (MSP)/CIF Athletic Director (SDCOE)**” in the subject line. This position will remain open until it is filled.