



monarch school  
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## **Monarch School Project K-12 Athletic Instructor**

### **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 K-12 Athletics Instructor is responsible for providing engaging and SEL-focused physical education for K-12 students, coordinating after school sports for K-5 students, and assisting with recreational sports for 6-8 students. In this role, the K-12 Athletics Instructor will collaborate with other team members, families, and school personnel to provide structured activities within the community.

### **Reporting Relationship**

The K-12 Athletics Instructor reports directly to the Athletic Director & will work closely with other team members.

### **Supervisory Responsibilities**

This position does not have any supervisory responsibilities.

### **Position Responsibilities**

#### **Physical Education Instruction (K-8)**

- Teach CA Department of Education standards-aligned physical education curriculum.
- Scaffold instruction for diverse learners, including English language learners and students experiencing trauma.
- Integrate social-emotional learning into daily instruction.
- Create supportive, safe, and inclusive learning environments.
- Develop innovative lessons that elevate student voice and choice.
- Maintain strong classroom management across indoor and outdoor settings with safety as the top priority.
- May teach high school PE classes as needed by the Athletics Department.

#### **Coaching & Athletic Program Leadership (*Key Responsibility*)**

- Coaching is a central component of the role across elementary and middle school levels.

### **K–5 Coaching & Intramural Leadership**

- Coach and coordinate after-school intramural sports for K–5 students.
- Schedule practices and games; communicate with students and families.
- Sports may include (but are not limited to): flag football, soccer, basketball, and support for swimming.

### **6–8 Coaching & Athletic Support**

- Coach middle school recreational sports teams (e.g., basketball and seasonal rec sports).
- Support the 6–8 athletics elective and collaborate with the Recreational Sports Coordinator as needed.

### **Athletic Skill Development & Activity Design**

- Demonstrate broad knowledge of sports, fitness circuits, and non-athletic movement activities.
- Ability to demonstrate drills and exercises for a variety of sports.
- Apply trauma-informed and restorative practices during redirection.
- Maintain and track athletic equipment; report damage or needs to the Athletic Director

### **Collaboration & Communication**

#### **Cross-Team Collaboration**

- Work closely with SDCOE and MSP departments.
- Meet regularly with classroom teachers to align PE with classroom themes, literacy or project-based learning.
- Communicate timely updates regarding student behavior, incidents, or progress.

#### **Family & Community Communication**

- Communicate consistently with families about student progress, athletics schedules, and team expectations.

### **General Responsibilities**

- 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
- Uphold Monarch’s Core Values: Community, Relationships, Strength, Healing, and Learning.
- Serve as a professional role model with high ethical standards.
- 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
- Maintain student records and files, with consistent and accurate reporting
- Participate in professional development
- Attend athletics team meetings, supervisory check-ins, and professional development.
- Will be required to drive school-approved transportation off campus.
- Operate equipment such as copy machines, computers and audiovisual equipment
- Perform other duties and projects as assigned

### **Education and Experience**

- Bachelor’s degree required.
- Three years of experience with K–12 youth in a school setting preferred.

### **Preferred Skills**

- Strong project management and organizational abilities.
- Collaborative communication style with adaptable messaging.
- Experience applying restorative justice, strengths-based practices, and trauma-informed care.
- Responsiveness to feedback and growth-oriented environment.
- Commitment to Monarch’s mission and creating safe, relational learning spaces.
- Strong verbal and written communication.
- Ability to create high-quality documentation for internal or external use.
- Ability to analyze data for decision-making.
- Proficiency with Microsoft Office and Google Suite.

**Certificates and Licenses**

- A valid California Driver’s License
- Additional required certifications as assigned.

**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 (35-37 hours per week, [hours may vary depending on game schedules.]), with pay range of \$27-\$30 per hour.

**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, and an Employee Assistance Program (EAP).

**Application Process**

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