



ROBOTICS ADVISOR

Classification: Robotics

Location: Assigned School(s)

Reports to: Principal or Principal Designee

FLSA Status: Non-Exempt

Bargaining Unit: ECEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

Part I: Position Summary

The robotics team coach is employed to oversee the activities associated with preparing for and participating in the robotics program. The coach helps inspire young people to be science and technology leaders, by engaging them in an exciting mentor-based robotics program that builds science, engineering and technology skills, to inspire innovation, and that fosters well-rounded life capabilities including self-confidence, communication, and leadership. The robotics club coach ensures that each participating student achieves a high level of involvement in club activities and events and will responsibly supervise all activities ensuring appropriate student conduct.

Part II: Major Duties and Responsibilities

1. Organizes and manages the year-round schedule, including holding meetings with volunteers, parents, mentors, and students to plan, communicate and schedule various team activities. Meetings are typically held in the evenings and weekends.
2. Ensures students adhere to all bylaws that may be part of the organization's activity in which they are sponsoring.
3. Facilitates fund raising activities such as direct solicitation of business sponsors, direct sales fund raisers (e.g., car washes, candy sales, etc.). The coach follows all school Student Activity Fund procedures for any funds collected and subsequently expended.
4. Completes to fill out facility use forms when requesting to use the buildings.
5. Attends all meetings and activities held by the club.
6. Manages entry forms, conformance to rules and all legal documents.
7. Complies with all Robotics Competition policies and rules regarding team registration and fee payments.
8. Runs practice sessions and train the team on content and strategy.

9. Follows school district policy on domestic and international travel.
10. Ensures students are properly trained and supervised to work with power and hand shop tools.
11. Maintains an organized and safe environment; coordinates work schedule and space utilization.
12. Serves as a positive role model for students, and practices the behaviors that are expected of our students

Part III: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High School diploma or equivalent.
3. Current First Aid and CPR card.
4. Ability to meet position's time requirements and work well within a structured organization.

Part V: Physical and Environmental Requirements of the Position

The physical demands and work environment 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 frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform work at a computer display terminal.

The employee must lift and/or move 25 to 50 pounds and may assist or move students with greater weight when required to intervene in student safety issues.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.

The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels. The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.