

Coaching Aide (SC)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=218036>

Downloaded On: May. 16, 2024 9:02pm

Posted Jul. 20, 2023, set to expire May 21, 2024

<b>Job Title</b>	Coaching Aide (SC)
<b>Department</b>	
<b>Institution</b>	South Orange County Community College District South Orange County Community College District, California
<b>Date Posted</b>	Jul. 20, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coach
<b>Academic Field(s)</b>	Athletics and Recreation Services
<b>Apply Online Here</b>	<a href="https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Coaching-Aide--SC-_REQ11434">https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Coaching-Aide--SC-_REQ11434</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Title:**Coaching Aide (SC)

**Job Category:**NBU

**Job Opening Date:**July 19, 2023

**Job Closing Date:**June 30, 2024

**Locations:**Saddleback College

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***Department:***

***Pay Grade, for more information click on this link:***

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

***Pay Type:***Hourly

***Hours Per Week:***0

***Job Description:***

To assist with a specific sport within the Athletics program.

**SUMMARY DESCRIPTION**

Provide support and assistance to the head coach in various aspects of the team's operations. Specific responsibilities may vary depending on the sport and the needs of the program. The head coach will provide more detailed information about the expectations and specific requirements for the position.

**REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist with practice planning and implementation; work closely with the head coach to develop practice schedules, drills, and strategies that help enhance the team's skills and performance; organize practice sessions, lead warm-ups, and provide individual or group instruction to athletes.
- Assist in scouting opponents, analyzing game footage, and developing game plans; study the strengths and weaknesses of the opposing teams and work with the head coach to devise

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effective strategies to maximize the team's chances of success.

- Participate in the development of individual athletes; provide feedback, conduct skill-specific training sessions, and offer guidance and support to help athletes improve their performance.
- Participate in the recruitment process by identifying and evaluating potential student-athletes; attend high school games or tournaments, communicate with prospective athletes, and assist in the evaluation of their skills and abilities.
- Create a positive and supportive team environment; mentor and guide student-athletes both on and off the field, promote good sportsmanship, and foster academic success and personal growth.
- Ensure that all activities and operations of the team comply with the rules and regulations set by the college, District, conference, and relevant sports governing bodies; maintain accurate records, adhere to eligibility requirements, and promote ethical conduct among athletes.
- Perform various administrative tasks, such as organizing team travel arrangements, managing equipment and inventory, and assisting with budgeting and fundraising efforts.

## **QUALIFICATIONS**

### **Knowledge of:**

- Possess a deep understanding of the sport, including its rules, strategies, and techniques; knowledge should extend to both individual skills and team dynamics.
- Familiarity with video analysis software, athletic performance tracking tools, and other coaching technologies.
- Rules and regulations governing collegiate athletics, including those set by the National Collegiate Athletic Association (NCAA) and California Community College Athletic Association (CCCCAA).
- Safety protocols and procedures related to athletic activities, including knowledge of basic first aid and CPR/AED techniques.
- Basic facility utilization principles, including equipment setup, maintenance, and facility usage guidelines.
- Effective communication techniques to engage and interact with diverse groups of participants, faculty, and staff.

### **Ability to:**

- Effectively communicate instructions, feedback, and encouragement to athletes; collaborate with

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- other coaches, college staff, and student-athletes, demonstrate strong interpersonal skills.
- Motivate and inspire athletes, instill discipline, and set high standards for performance and behavior.
  - Stay up-to-date with the latest advancements in coaching methods and training techniques.
  - Ensure compliance and eligibility of student-athletes.
  - Be committed to the team's success and be flexible in adapting to changing circumstances.
  - Demonstrate strong organizational and administrative skills; be detail-oriented.
  - Understand sports safety protocols, injury prevention strategies, and basic first; create a safe and healthy environment for the athletes.
  - Stay current with developments in coaching methodologies, sports science, and any changes in rules or regulations; seek opportunities for professional development and attend coaching clinics.
  - Build positive relationships and interact effectively with a diverse population, including students, parents, faculty, and staff.
  - Apply strong organizational skills to assist with multiple activities, schedules, and resources efficiently.
  - Work collaboratively with other staff members, departments, and external organizations to achieve common goals.
  - Adapt to changing situations, priorities, and participant needs, while maintaining a positive and inclusive environment.
  - Actively participate in and assist with activities, which may involve physical exertion, lifting, and prolonged periods of standing or moving.
  - Identify issues or challenges and find practical solutions in a fast-paced setting.
  - Provide assistance, answer questions, and address concerns in a friendly and professional manner.
  - Maintain effective communication with participants, parents, staff, and others to ensure smooth operations and successful program outcomes.
  - Follow all Saddleback College and District policies, rules, regulations and procedures, including emergency and safety procedures.
  - Maintain the cleanliness, safety, and organization of assigned area; ensure adherence to safe work practices and procedures; monitor activities in assigned area and enforce policies for proper use and behavior.
  - Work effectively under pressure with frequent interruptions and a high degree of public contact on a variety of tasks concurrently while meeting established deadlines and changing priorities.
  - Attend and participate in diversity, equity, and inclusion trainings and events; maintain compliance with online coursework and other mandatory trainings and certifications as directed by supervisor; work with, exhibit sensitivity to, and understand varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations.

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- Report to work on a regular and consistent basis, as scheduled, to assigned job.
- Understand and follow oral and written directions in English; listen actively and effectively.

### **REQUIRED CERTIFICATIONS**

CPR/First Aid/CCCAA Coaching Exam may be required.

### **EDUCATION AND EXPERIENCE GUIDELINES**

- Prior coaching experience, either at the high school or collegiate level, is preferred.
- Experience in player development, practice planning, game strategy, and athlete management preferred.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions.

Employees work outdoors and are exposed to variable weather conditions, including extreme heat or cold. Prolonged standing, sitting, or walking. May be exposed to blood and body fluids while rendering first aid and cardiopulmonary resuscitation.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

### **Additional Information:**

\$25.00/hr

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Up to 25 hours per week

Schedule TBD

This position is a short-term, temporary, hourly, Non-Bargaining Unit (NBU) assignment, not to exceed 160 days per fiscal year (July 1-June 30). The assignment is on an as needed basis, and may be shortened or extended at any time, due to departmental needs, with little to no notice. This recruitment will remain open until filled or withdrawn. Once you have submitted an application electronically, the current status of your application will be available to view at any time upon signing in under your personal username and password. Please do not call the Human Resources Office regarding the status of your application.

Employment with the South Orange County Community College District is contingent upon successful completion of the Human Resources pre-employment ("onboarding") process. The Human Resources onboarding process may include, but is not limited to, successful completion of Live Scan fingerprinting (approx.. \$70), I-9 completion, background checks, reference checks, TB testing, as well as completion of the online onboarding process. Failure to successfully complete any portion of the onboarding process will invalidate any conditional job offer received. Falsification of, or omission on, any SOCCCD pre-employment information may result in withdrawal of any conditional job offer or termination of employment. **Short term, non-bargaining unit (NBU) positions may only be used on an intermittent/seasonal basis.** Ed. Code sect. 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

**The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. Documentation according to USCIS I-9 guidelines (i.e. ID card and Social Security card) must be presented at the time of hire. Per IRS regulations, a Social Security card must be presented at the time of hire.**

**Inclusion, Diversity, and Equity:**

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place

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for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

**Disability Accommodations:** If you require special accommodations in the application and/or selection process, please notify District Human Resources (DHR) at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).

**NBU at-will employment:** After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the District. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

**Worksite:** NBU employees are limited to working in a single position in one department/site

**Work schedules:** Department/Division managers, administrators, and/or supervisors shall determine the work schedule of NBU employees to include the number of days and hours worked per week and the start and stop times.

**160-day restriction:** NBU employees will not work more than 160 days (in any combination of NBU positions) no matter how many hours per day they work.

**Payroll reporting period:** The payroll reporting period is from the 15th of the first month to the 14th of the next month. NBU employees are paid on the 10th of the following month. Ex: Pay Period 01/15/22 through 02/14/22 will be paid on March 10th.

**California Sick leave:** NBU employees are eligible for California Sick leave per AB1522. Information regarding AB1522 is provided to all NBU new hires during the onboarding process.



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**Retirement information:** NBU employees may not work more than 960 hours from July 1st-June 30th. NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees' Retirement System (CalPERS), through payroll deduction of about 7-9%. The District does not intend to employ NBU employees for more than 1,000 hours during any fiscal year.

**Sexual Harassment/Discrimination:** The District is committed to providing an environment that respects the dignity of individuals and groups; is free of sexual harassment, exploitation, intimidation, violence, and other unlawful discrimination, preferential treatment, and harassment, including that which is based on any legally protected characteristic.

**Equal Employment Opportunity:** It is the intent of the Board to establish and maintain within the District and all of its programs and activities a policy of equal opportunity in employment for all persons, and to prohibit discrimination, preferential treatment, or harassment based on sex, age, gender identity, gender expression, race, color, ethnic group identification, national origin, ancestry, religion, mental or physical disability, medical condition, genetic information, pregnancy, marital status or sexual orientation or because an individual is perceived as having one or more of the above characteristics.

**Confidentiality:** Confidentiality of student and staff information is protected under federal law. Any information regarding students or staff that might be accessed in the course of a work assignment through a computer, student file, or other documentation, is to be used strictly to perform my job duties and may only be shared with those who are authorized to have such information.

**Mandated reporter:** Child Abuse and Neglect Reporting: The South Orange County Community College District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred.

**Elder and Dependent Adult Abuse Reporting:** It is the policy of the South Orange County Community College District to treat reports of violence against elderly persons or dependent adults as high priority criminal activity that is to be fully investigated regardless of the relationship between the victim and the suspect(s).

**Campus Crime and Safety Awareness:** Information regarding campus crime and safety awareness can be found at [www.saddleback.edu](http://www.saddleback.edu) or [www.ivc.edu](http://www.ivc.edu). Paper copies are available in Human Resources upon request.

**Drug-Free Environment:** The District shall be free from all unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The unlawful manufacture, distribution, dispensing,



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possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student or employee who violates this policy will be subject to disciplinary action, consistent with local, state, or federal law, which may include the referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

**Smoke Free District:** It is the intent of the South Orange County Community College District to maintain an educational and workplace environment that is conducive to the health and safety of our students and employees. Realizing the health hazards posed by smoking and by second-hand smoke, it is policy of the South Orange County Community College District to maintain a smoke free environment for all district sites.

**SPECIAL COVID-19 NOTICE:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

**DISABILITY ACCOMMODATIONS:**

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**CAMPUS CRIME AND SAFETY AWARENESS:**

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**PLEASE NOTE:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS.

**EEO/AA Policy**

**DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY:**

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*Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.*

**SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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