

Position Title: FIRST Tech Challenge (FTC) Robotics Head Coach

Immediate Supervisor: Principal or Designee

Summary (Job Goal): To help each participating student achieve a high level of skill in the subject matter content, an appreciation for the values of discipline and an increased level of self-esteem.

Essential Duties and Responsibilities: *(Other duties may be assigned.)*

- Supervise scheduled team meetings and additional meetings that may be required during the busiest parts of the season
- Plan travel arrangements for competition events
- Help plan an FTC competition event at Linn-Mar once per year
- Coordinate occasional community outreach demonstrations
- Order materials according to district purchasing procedures
- Coordinate fundraising
- Supervise a one week summer camp
- Help coordinate the efforts of the team's professional volunteer mentors
- Maintain a safe and clean working environment, and keep the students focused on maintaining safety
- Communicate pertinent information to students, parents, mentors, and sponsors
- Assign students to specific sub-teams and tasks in order to develop the students' skills and help the teams achieve their goals

FIRST Tech Challenge Season Overview

Linn-Mar Robotics, including FTC, maintains some level activity throughout the year. September through February is the busiest time of the year for FTC. The following is a rough outline of a typical year:

August: Recruit students, community outreach, training

September – October: Game is revealed; robot build season; training continues

November – February: Competition season within Iowa; build season continues

March – April: Super Regional (if qualified) and World Championship (if qualified); otherwise begin offseason activities such as fundraising, outreach, and planning summer camp

May-July: Plan summer camp; off-season projects as desired; outreach; fundraising

In a two coach situation (FTC coach and FRC coach), the coaches can collaborate to split some of the overlapping off-season duties of the two teams.

Professional Standards:

1. Quality of Work (Work is correct, precise, and neat; confidentiality is maintained, as job requires; work product presents positive/professional appearance.)
2. Quantity of work (The amount of work performed is evidence of high productivity; industrious; carries fair share of work load; seeks additional tasks.)
3. Knowledge of job (The job and job-related responsibilities are well understood and reflected

in job performance; exhibits continuous improvement and ongoing learning.)

4. Creativity/Problem Solving (Offers new ideas; suggests innovative and better ways of performing necessary tasks.)

5. Interpersonal Skills (Works collaboratively with others; courteous; polite; pleasant; promotes positive image in contacts with co-workers and district's customers.)

6. Dependability (Completes work in a timely fashion; reliable; punctual; consistent attendance; stable and calm in a crisis or an emergency; works independently.)

7. Professional Appearance (Dress is acceptable for the job; appears clean, well-groomed and "professional.")

8. Organizational Skills (Exhibits ability to prioritize work; organizational skills enhance job productivity.)

9. Technical Skills (Exhibits proficiency in and uses required computer applications to maximize efficiency.) Specific technical knowledge of robotics is NOT required.

10. Written/Verbal Communication (Convey information and ideas accurately and clearly to meet the needs of the reader, transfers thoughts and ideas into speech and presents clearly.)

11. Managing Change/ Adaptability (Demonstrates good understanding of organizational changes and communicates support for such change.)

12. Professional Approach (Professional, positive, and helpful approach with customers. Displays loyalty toward the organization. Demonstrates a capacity to understand customer (internal and external) requirements and produces a professional level of service that is satisfactory.)

13. Flexibility (Demonstrates openness to new organizational structures, procedures, technology. Willingly takes direction and will modify one's preferred way of doing things.)

14. Safety (Exhibits knowledge of health, safety and emergency procedures of the learning environment and follows such procedures.)

Supervisory Responsibilities:

- Supervise students to ensure that they are safe, productive, and engaged.
- Coordinate multiple small groups of students and mentors who are working on a widely varying set of tasks at the same time; try to ensure that everyone has an opportunity to be learn or be productive.
- Collaborate with and manage the volunteer professional mentors to best utilize their talents for developing the students and achieving team goals.
- Ensure that tools are used safely, technology is used appropriately, and the shop / lab is cleaned up by the end of each meeting.

Minimum Education or Experience:

High School diploma required. Robotics experience and specific technical experience NOT required. However, the coach should be interested in building some knowledge of robotics over time.

Licensure or Certification:

Valid Iowa teaching license preferred.

Knowledge, Skills and Abilities: *(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

*Specific technical skills pertaining to robotics, such as programming, wiring, and mechanical design, are NOT required. However, the coach should have an interest in building knowledge in some of those areas over time.

Competency in the areas of content knowledge and strategies for the specific activity.

Ability to read and interpret documents.

Knowledge of conference, district and state rules in relevant activity.

Ability to function effectively as part of a team, support peer sponsors, plan collaboratively, and work constructively with the team to solve problems that arise.

Possess the physical skills necessary to demonstrate techniques for the specific activity.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups of students or employees of the District.

Possess leadership skills and organizational ability.

Effective communication and interpersonal skills.

Ability to work effectively with staff and school administration.

Ability to apply knowledge of current research and theory in specific field.

Ability to foster a cooperative work environment.

Ability to travel and work non-traditional hours.

Physical Demands: *(The physical demands 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.)*

Must be capable of standing **Constantly*.

Must **Constantly* present appropriate appearance and personal cleanliness suited to working in close proximity to school age children and adults.

Must be capable of **Frequently* working with co-workers with different personalities.

Must be capable of lifting up to 50 pounds infrequently.

Must be capable of occasionally sitting or running.

Must be capable of frequently bending or twisting at the trunk while performing duties of the job.

Must be capable of frequently squatting, stooping, kneeling, reaching above the head, reaching forward and repeating the same hand motion many times while performing the duties of the job.

Must have vision with good depth perception and occasionally being able to see objects/persons at a distance.

Must be able to hear conversation in a quiet as well as a noisy environment.

Must be capable of working in broad range of temperatures, humidity and other winter and summer environments.

Must be capable of working in a noisy environment.

* - Denotes standard values established by the Department of Labor

NOTE: Tasks that have physical demands that exceed the above stated limits should only be performed with sufficient manpower.

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.)*

The noise level in this environment is quiet to loud, depending upon the activity and the particular location. The environment may have little or no air conditioning. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with the public and other workers. Direct responsibility for the safety, well-being, and work output staff and students. Some travel required. All District buildings and grounds are tobacco and alcohol-free.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.