



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #19-2024

Opening Date: July 19, 2024
Closing Date: Open Until Filled
Position Title: Coaches for Cross Country and Volleyball – Laguna Middle School
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

To provide leadership in helping each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self-esteem. To instruct, supervise and mentor student participants in Cross Country and Volleyball competition. Additionally, to set a positive example in the lives of the Laguna Middle School students you interact with.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Minimum high school diploma, GED or equivalent; Current and valid State of New Mexico Coaching licensure; CPR/First Aid certified preferred. Previous coaching experience helpful.

OTHER REQUIREMENTS:

**Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and FBI background clearance check.

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume
 - Copy of degree(s) and/or certificate(s)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

**Laguna Middle School
Cross Country Coach
Job Description**

REPORTS TO Principal/Athletic Coordinator
EVALUATED BY Principal

JOB GOALS

To provide leadership in helping each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self esteem. To instruct, supervise and mentor student participants in Cross Country competition. Additionally, to set a positive example in the lives of the Laguna Middle School students you interact with.

ESSENTIAL REQUIREMENTS

To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

QUALIFICATIONS

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. Current and valid State of New Mexico Athletic Coaching licensure; CPR/First Aid certified preferred. Previous coaching experience helpful.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Explains and demonstrates techniques to properly become physically fit and prepared for cross country competition.
2. Observes students during practice to detect and correct mistakes through mentoring and advising. Observes to make sure all students are safe, and are picked up after practice.
3. Works with Assistant Principal to help students participate in meets, invitationals and events.
4. Explains and demonstrates principles, techniques, and methods of an effective cross country athlete.
5. Explains and demonstrates use of athletic equipment and proper techniques for running cross country.
6. Explains and enforces safety rules and regulations.
7. Confers with students, parents, and school counselor to resolve student problems and issues.
8. Selects, stores, orders, issues, and inventories equipment, materials, and supplies used; keeps record of receipts and expenditures with guidance of school procedure and Assistant Principal leadership.
9. Ensures students safety and protection when not on campus, in practices or at other schools.
10. Complies with all Laguna Department of Education procedures and policies.

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.

While performing the duties of this job, the employee is regularly required be physically active and to monitor student ability. You must be able to attend events and activities with students and to chaperone and guide students when not on campus.

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 employee will work on a cross country track and in an athletic capacity. The employee is expected to travel with students, and to monitor and supervise students in meeting their individual physical and athletic abilities. The employee, in a supervisory capacity will also monitor student progress as they practice, work out and travel to competition.

This job description should not be construed to imply that these requirements are the exclusive standards of this position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job, successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, and or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Laguna Middle School
Volleyball Coach
Job Description**

REPORTS TO Principal/Athletic Coordinator
EVALUATED BY Principal

JOB GOALS

To provide leadership in helping each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self esteem. To instruct, supervise and mentor student participants in Volleyball competition. Additionally, to set a positive example in the lives of the Laguna Middle School students you interact with.

ESSENTIAL REQUIREMENTS

To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

QUALIFICATIONS

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. Current and valid State of New Mexico Athletic Coaching licensure; CPR/First Aid certified preferred. Previous coaching experience helpful.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Explains and demonstrates techniques to properly become physically fit and prepared for volleyball competition.
2. Observes students during practice to detect and correct mistakes through mentoring and advising. Observes to make sure all students are safe, and are picked up after practice.
3. Works with Assistant Principal to help students participate in meets, events, and competitions.
4. Explains and demonstrates principles, techniques, and methods of an effective volleyball player, and builds an effective team through efficient methods and practices.
5. Explains and demonstrates use of athletic equipment and proper techniques for volleyball participation.
6. Explains and enforces safety rules and regulations.
7. Confers with students, parents, and school counselor to resolve student problems and issues.
8. Selects, stores, orders, issues, and inventories equipment, materials, and supplies used; keeps record of receipts and expenditures with guidance of school procedure and Assistant Principal leadership.
9. Ensures students safety and protection when not on campus, in practices or at other schools.
10. Complies with all Laguna Department of Education procedures and policies.

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.

While performing the duties of this job, the employee is regularly required be physically active and to monitor student ability. You must be able to attend events and activities with students and to chaperone and guide students when not on campus.

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 employee will work in a gymnasium setting and in an athletic capacity. The employee is expected to travel with students, and to monitor and supervise students in meeting their individual physical and athletic abilities. The employee, in a supervisory capacity will also monitor student progress as they practice, work out and travel to competition.

This job description should not be construed to imply that these requirements are the exclusive standards of this position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job, successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, and or abilities.

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