



## Job Profile

Job Title:	Robotics Assistant Coach
Department:	Student Activities
Reports to:	Assistant Principal
Date:	6/24/24

### Job Status:

Exempt <input type="checkbox"/>	Non-Exempt X
Full-time <input type="checkbox"/>	Part-time X

### General Summary

*What is the primary purpose of this position?*

The Robotics Assistant Coach at St. Francis Catholic High School is an hourly position that helps to operate the St. Francis Robotics Team, Geneseas, under the direction of the Head Coach. The work of this Academic Team Assistant Coach will specialize in project engineering, program management, electronics, computer programming and business. The Assistant Coach meets with the team weekly in the fall and more frequently in the spring. The team work culminates in the design and development of a robot for participation in competition, including the MATE Competition. This is an occasional, part-time position.

### Essential Responsibilities

*List all major job functions performed on a regular basis.*

***All areas of responsibility must be operated consistent with the Catholic mission of the school.***

- Recruit and orient new student members
- Collaborate in recruiting and managing team leadership (captains, parent volunteers)
- Collaborate in planning and leading regular after-school practices
- Collaborate in setting team calendar, including competitions and outreach events
- Lead and complete project management of the design calendar and build process
- Provide direct technical guidance, education and support to the team members
- Model working in a team environment
- Monitor lab for safety

### Job Specifications/Requirements

*List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.*

Education:

- Possesses or pursuing a technical Bachelor's degree.
- Experience in competitive educational robotics programs.

Job experience:

- Project management experience



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- Product design experience, particularly robotics
- Technical presentation/public speaking experience
- Experience working with high school students, either in a teaching or coaching capacity preferred

### Technical/Functional skills:

- Strong leadership and organizational skills
- Ability to work in a team environment
- Strong decision making and problem solving skills
- Excellent communication skills
- Knowledge of electrical circuit design/troubleshooting
- Knowledge of manufacturing/machine shop
- Knowledge of computer engineering/computer science
- Knowledge of Robotics - MATE, FIRST, VEX

### Other Requirements:

Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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