



Elementary and Middle School Robotics Head Coach (FLL)

Part-time, at-will employment
Stipend position.

Carlsbad Educational Foundation Mission Statement

The mission of the Carlsbad Educational Foundation is to support the education of every child in the Carlsbad Unified School District by developing, conducting and financing innovative and quality programs and projects.

The Position

Reporting to the FIRST Lego League Robotics Coordinator of the Carlsbad Educational Foundation. This role is to manage the coaches, mentors and team members of Aviara Oaks Middle School and Aviara Oaks Elementary School Robotics teams..

Qualifications

- Experience working with youth in an educational environment preferred.
- Effective written, organizational and interpersonal skills are absolutely essential.
- Experience in K-12 education a benefit.
- Must have strong administrative skills with ability to handle complex assignments, prioritize work, solve problems, and operate under time and work volume pressure.
- Must be professional, outgoing and a team-player.
- Position requires intermediate level in Word, Excel, and Outlook.

Key Responsibilities:

1. Works with the Robotics Coordinator for the Carlsbad Educational Foundation to create a long-term strategic plan for program growth and sustainability.
2. Provides ongoing leadership and assistance to Elementary/Middle School Robotics teams - including coaches, mentors, and students, including during competitions and events.
3. Works with the Head Coach of Poinsettia Elementary and Poinsettia Elementary to coordinate schedules for robotics room's use, equipment and supplies.
4. Leads and/or provides ongoing leadership and assistance to planning, coordination, and/or execution of robotics related-events. - including, but not limited to, outreach events and other events as determined by the school-specific teams.
5. Responsible for team and event (tournaments, relevant workshops, etc.) registration process.
6. Oversees the online Robotics (FLL) Team Information Management System (TIMS) portal activity related to the relevant teams and is aware of volunteer mentors.
7. Communicates the *FIRST* Youth Protection Policy (YPP) to CEF teams, and ensures that the policy is followed.
8. Orders team items in collaboration with the Robotics Coordinator and following CEF guidelines.

9. Serves as communications coordinator to coaches, mentors, students, parents, sponsors from *FIRST*, SoCal FLL Operational Partner, FLL Tournament Directors, and the CEF FLL Coordinator and where appropriate, the FTC Robotics Coordinator.
10. Researches, seeks, and/or communicates FLL-related educational site visit opportunities at various local Science, Technology, Engineering and Math (STEM) companies.
11. Provides leads, as appropriate, for potential sponsors to the Director of Development to approach and solicit.
12. Provide monthly reporting to the Robotics Coordinator of CEF on progress of the FLL teams and program, shares team stories for distribution to sponsors and community, where appropriate.
13. Communicates student leadership, scholarship, volunteer, and/or mentoring opportunities for robotics teams.
14. Provides community service documentation for volunteers engaged in community service-related events, where appropriate.
15. Annually works with the Robotics Coordinator to execute the coach and student robotics surveys.

Compensation

This is a part-time position; responsibility for the program runs from August through March of each year, and is compensated with a minimum of \$2,800 stipend annually.

Hours and schedule

Position requires commitments from August through March of each year; schedule may vary. Position may require weekend hours during competitions etc.

Applicants

Contact: Carolyn DelGrande
Salary: Annual Stipend
Position Location: 5631 Palmer Way, Suite L, Carlsbad, CA 92010
Phone: (760) 929-1555
E-mail:
Website: www.carlsbaded.org

Applicants should forward a copy of resume and cover letter by e-mail.

Carlsbad Educational Foundation is an Equal Opportunity Employer. A diverse applicant pool is desired.