UPDATED INTERNAL/EXTERNAL JOB POSTING

Coleman Community Schools

4823 N. Coleman Schools Rd., Coleman, MI 48618

2 Positions beginning with the 2025-2026 School Year- can be filled by one or two people

Lego League Grades 3/4-6 Advisor

Lego League Jr. Grade K-1/2 Advisor

Date: May 13, 2025
Reports To: Elementary Principal
Closing Date: Until Filled

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:

- Regular and timely attendance
- Provide updates throughout the season to the school office for posting in the announcements and on social media; required following events
- Ability to develop effective working and skill-building relationships with students, staff and the school community
- Must be eligible to work in the United States
- Ability to work in high pressure situations
- Complete and coordinate documentation and submission of paperwork such as: annual grant application with District Business Manager, accident forms, etc.
- Supervise scheduled team meetings and additional meetings that may be required during the busiest parts of the season
- Plan travel arrangements for multiple competition events according to district process
- Help plan competition events yearly
- Coordinate occasional community outreach demonstrations
- Order materials according to district purchasing procedures
- Coordinate fundraising
- 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
- Share progress and updates to the Board of Education annually
- Other duties as assigned

EDUCATION/EXPERIENCE:

- High School diploma required. Valid Teaching License preferred.
- Previous Robotics experience preferred, but not required. The coach should be interested in building some knowledge of robotics over time and have skills adaptable to this program.

TERMS AND CONDITIONS OF EMPLOYMENT: These positions are NOT Schedule B positions in the contract and compensation is dependent on application to and receiving of the State grant through FIRST (www.techplan.org). Lego League compensation is $1,250 annually and Lego League, Jr. is $375 annually. Should the grant be increased, no longer be offered or be reduced by the State, compensation will be reviewed by the Board of Education. These two positions can be held by one or two people.

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.* While performing the duties of this job, the employee will be frequently moving around, standing, and running. The person in this position constantly communicates and ensures safety with students, parents, colleagues and administration and must be able to exchange accurate information in these situations.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.* The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with students, parents, staff and with the public. This employee is directly responsible for the safety and well-being of students. The employee is also responsible for working with administration professionally and keeping them informed of any and all situations of importance related to students.

EVALUATION: Performance of this job will be evaluated by the Principal.

APPLICATION PROCEDURE: Internal applicants can apply by letter or e-mail. External applicants can apply by mailing or e-mailing the following: Cover letter, resume with references, and any additional information to: **Coleman Community Schools, Kerry Berthume, 4823 N. Coleman Schools Drive, Coleman, MI, 48618,** kberthume@colemanschools.net

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. Coleman Community Schools is an Equal Opportunity Employer.

This position will be posted for five (5) days internally, beginning May 13, 2025 and ending May 19, 2025. If not filled internally, external candidates will be reviewed until filled.

Jennifer M McCormack

Jennifer McCormack, Superintendent
Coleman Community Schools

Jobpost3-6legoleagueadvisor5.13.2025

COLEMAN COMMUNITY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

For Administration use only - Please complete below information and return to Business Office.

Account #:	Account #:
Name of New Hire:	Date of Hire:
Recommended by:	Start Date:
Step:	District Employee or PCMI Coach (circle one)
Education Level (CEA only):	Salary/Hourly Rate:
Business Manager:	Superintendent:
Payroll Specialist:	Board of Education Assistant: