

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
CLASSIFIED SHORT-TERM POSITION

JCN: 9222
NON-EXEMPT

ATHLETIC COACH – CAREER TECHNICAL EDUCATION CHARTER (CTEC) HIGH SCHOOL

BASIC FUNCTION:

Under the direction of the Director, Career Technical Education Charter (CTEC) High School, plan, organize, coordinate, and lead a comprehensive sport team; implement specialized athletic instruction and skill development for prospective and rostered student-athletes; monitor student eligibility and academic progress.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Create and lead daily practices that help players master their sport, learn winning team strategies, and improve their physical fitness so the team can compete at its highest level.
- Collaborate with CTEC faculty and administration to proactively track student-athletes' academic standing and attendance; ensure all participants maintain the required GPA and stay on track for both high school graduation and technical certification milestones.
- Collaborate with the Director, CTEC High School to coordinate tryouts, practices, team schedules, logistical transportation, ceremonies/banquets and the efficient utilization of athletic facilities; adhere to budget policies and procedures.
- Cultivate a positive program image by maintaining high standards of professional conduct and effectively communicate program activity to ensure a cohesive partnership between the school, families, and Fresno-area community organizations.
- Embrace and support the mission of CTEC High School.
- Maintain proactive and continuous supervision of student-athletes across all environments, including locker rooms, athletic facilities, and during off-site travel, ensuring strict adherence to CTEC High School and visiting school safety protocols and student conduct codes.
- Manage comprehensive program documentation, including real-time roster verification, detailed equipment lifecycle inventories, and mandated injury/incident reporting.
- Organize and oversee program fundraisers in accordance with CTEC High School and County Superintendent fiscal policies.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Applicable league bylaws and the Code of Ethical Conduct for interscholastic athletics, fostering a program culture rooted in integrity and sportsmanship.
- Game Management Skills.
- Rules and regulations for the league CTEC High School participates in.
- Rules and regulations of the designated sport, policies and practices for CTEC High School.
- Technical skills needed for designated sport and the interaction needed for the team to play.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Analyze and correct errors.
- Attend all practices, games, tournaments and meets.
- Evaluate the performance of athletes and the team.
- Foster a positive relationship with students, parents, colleagues, administrators and the community.
- Serve as a positive role model for student athletes and holding all students and adults to the same standards.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.

EXPERIENCE:

- Three (3) years of competitive sports (secondary or post-secondary).

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

- Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Athletic field/court environment.
- Outdoor environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Exposure to seasonal outdoor weather conditions (heat, cold, wind, rain).
- Potential for contact with bloodborne pathogens and communicable diseases.
- Risk of injury from flying objects (balls, bats, etc.) or physical contact with athletes during instruction.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 02/20/2026