



For 2023-2024 School Year

To A Prospective Coach:

We coach because we want to make a difference in the lives of students. We get excited when those “ah-ha!” moments happen right in front of us. We understand that we are impacting the future as we teach our students God’s truth.

Pacific Christian Academy is looking for a **Co-ed Soccer Coach** who will commit to mentoring 6th-12th grade athletes while accomplishing the school mission. We believe athletics can be a great avenue to teaching character, collaboration, and teamwork, and we are looking for coaches who have the passion to impact the lives of young men and women.

The mission of Pacific Christian Academy is to “offer families a superior Bible-based education that equips student to be socially relevant leaders who are fully prepared for higher achievement.” Coaches accomplish the mission through fulfilling the job description, which focuses on instilling a love for Jesus in each student and supporting their faith and educational journey.

Pacific Christian Academy has a rich history of providing Christian education in the Puget Sound region. Our Early Education through 12th grade will educate approximately 320 students from many nationalities this fall.

Our desire is to hire qualified coaches who have a deep faith in Jesus, and who are committed to coaching from a Biblical world view. Our goal is to prepare students to be successful in their athletic and academic endeavors.

We invite you to learn more about who we are at pacificchristianwa.com. You will find the employment application under the employment tab. Please submit your application, cover letter and resume to info@pacificchristianwa.com. We anticipate God’s blessing on you and on Pacific Christian Academy as we seek His plan.

Serving Him,

Debbie Schindler
Head of School



Pacific Christian Academy Job Description

Title:	Soccer Coach
Hired by:	Head of School
Reports to:	Head of School and Athletic Director
Supervises:	Students
Evaluated by:	Head of School and Athletic Director

Job Summary

The Soccer Coach is responsible for the continuing excellence of the PCA athletic program by providing a Christian role model as he/she coaches students to become excellent soccer players. The Soccer Coach will engage in effective parent and school community relationships while providing leadership to the program.

Required Spiritual Qualities

It is expected that the PCA staff member will ...

- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Be a born again, Spirit filled Christian who is in agreement with the PCA mission and vision, Statement of Faith, values, philosophy of education, and policies.
- Acknowledge Christ as Savior and seek to live life as His disciple.
 - Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
 - Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40), including being committed to God’s biblical standards for sexual conduct.
 - Share the Christian faith with other people.
 - Have a Christ-centered home.
 - Actively participate in a local Bible-believing church.
- Evidence the fruit of the Spirit in dealing with people.
- Have a conviction that God has called him/her to Christian school ministry.
- Reflect the beliefs, values, purposes, and priorities of the school.
- Maintain high standards of ethics, honesty, and integrity, in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- Reflect and teach the mission, vision, and core beliefs of the school.

Required Personal Qualities/Functions

It is expected that the PCA coach will ...

- Have the spiritual maturity, academic ability, and personal leadership qualities to “train a child in the way he should go” (Prov. 22:6, NIV).
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Manage the team and individual students with a firm, grace-filled accountability to high behavioral expectations.
- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Meet everyday stress with emotional stability, objectivity, and optimism.

- Attend Open Houses, Student Showcases, and events as requested by the Head of School.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Defend principles and convictions in the face of pressure and partisan influence.
- Recognize her/his mistakes and take measures to correct them.
- Be a collaborative team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to those in authority.
- Appreciate and understand the uniqueness of the PCA and the local community.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

Required Professional Qualities/Functions

It is expected that the PCA coach will ...

- Have a high school diploma or GED.
- Have First Aid, CPR and concussion training completed.
- Be effective in oral and written communication skills.
- Possess evidence of other adequate preparation, background, or experience as determined by school policy.
- Seek and accept constructive evaluation of her or his own job performance.
- Attend Professional Development and workshops recommended by the Athletic Director.
- Attend all athletic meetings, as requested by the Athletic Director.

Principal Duties and Responsibilities:

General Summary: The Coach is responsible for 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-confidence. The Coach reports to the Athletic Director.

A. Administrative Responsibilities

1. Responsible with Athletic Director for all matters relating to the organization, administration, and philosophy of the sport under his/her direction.
2. Serves in a leadership capacity to the community program.
3. Oversees the high school program in his/her sport.
4. Adheres to the WIAA Coaches Guidelines, PCA Coach Handbook, and Student Athletic Handbook.
5. Teaches individuals athletes the skills necessary for excellent achievement in the sport.
6. Maintains competency in WIAA rules and clinics, event procedures, coaching techniques, and general information about all aspects of the sport.
7. Works cooperatively with all PCA coaches, Athletic Director, teachers, and students to ensure a healthy, positive, competitive relationship.
8. Recommends teams for additional games to the Athletic Director.
9. Works closely with the Athletic Director to schedule PCA facility use.
10. Secures the Athletic Director's approval before scheduling non-school facilities for off-campus activities.
11. Obtains the proper training and certification to drive vehicles that transport athletes.
12. Works with the coaches and/or Athletic Director to plan transportation and appropriate supervision at away contests in compliance with district and school travel policy and guidelines.

B. Supervisory Duties of the Coach

1. Assists Athletic Director in recruiting and hiring all assistant coaches.
2. Evaluates all assistant, sub-varsity, and volunteer coaches in his/her sport.
3. Assigns duties to coaching staff.

C. Record Keeping Responsibilities

1. Maintains an accurate and current team roster and submits copies to the Athletic Office.
2. Works closely with the Athletic Director and Booster Club in the financial of his/her sport by preparing and submitting an annual budget; follows PCA financial policies.
3. Develops a consistent and positive communication process, using school approved avenues and media to inform the parents and the general public about his/her sport, per school policy.
4. Works with the office to assign and collect athletic uniforms.
5. Maintains accurate statistics, records, and results of the season.
6. Works with Athletic Office for the organization of celebrations and the presentation of team awards.
7. Records, submits, and maintains necessary WIAA & PCA forms and paperwork.

D. Athletic Behavior/Eligibility Responsibilities

1. Enforces all rules of the WIAA related to his/her sport.
2. Requires Eligibility Card before athletes participate in practice.
3. Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
4. Ensures that no bullying/hazing occurs in his/her sport.
5. Establishes performance criteria for participation in interscholastic competition in his/her sport.
6. Discusses concerns with athlete and parents if student is put on academic probation.

E. Injury/Safety

1. Cooperates with the Athletic Director to verify that no participant is issued equipment or allowed to practice until his/her physical examination card has been completed and his/her insurance coverage is in effect.
2. Oversees the safety condition of the facility or area in which assigned sport is conducted when students are present.
3. Enforces rules and regulations concerning conditioning of players and their health and safety.
4. Reports injuries to the athletic trainer or Athletic Director through personal communication, as well as completing and submitting incident reports to the athletic trainer and Athletic Office.
5. Exercises great care in dealing with all injuries, particularly those that are of a serious nature. In all cases, the coach should ensure that the injured athlete is receiving competent medical care. Following injuries of a serious or prolonged nature, the coach should secure the signed approval of the doctor and parent before the athlete is allowed to participate again in athletic activities.
6. Provides supervision of all athletes until the last one has left the building and/or site. This includes providing supervision after school, before games, and/or practices that may be in the evening.
7. Ensures that all windows, doors, and gates are locked in any area that has been used.

F. Team Activities

1. Plans all practice sessions, competitions, and supervises out-of-season training program.
2. Ensures a positive environment free of hazing, harassment, bullying, and intimidating language and behaviors.
3. Works with Athletic Director to plan and execute special events such as assemblies, Senior Honor Night, team meals, awards celebrations, other special recognition, etc.

G. Other duties

1. Performs other duties as assigned.

Summary of Essential Job Functions

- Must be able to listen carefully and respond with grace and understanding to all members of the school community.
- Must be able to manage time and prioritize daily and weekly tasks.
- Must be able to manage the physical, emotional, and mental aspects of the job.
- Able to walk forward and backwards.
- Able to project voice so that up to 50 students can hear.
- Able to work outdoors and indoors in various temperature/weather conditions
- Able to actively coach a team of students after school hours.
- Able to lift or carry supplies, furniture, and equipment to a maximum of 35 pounds.
- Able to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis.
- Able to perform repetitive physical tasks such as computer keyboarding, writing, and reading.
- Able to monitor students in a variety of locations including those with noise, activity, and inclement weather.

Work Hours and Compensation

Coaching is a part-time responsibility. Coaching and games generally happen Monday – Friday, after 3:00 p.m., as they follow the academic calendar. The wage is paid as a stipend, and is earned monthly as expectations are met. The stipends vary from \$1,000-\$3,000 per season, depending on the sport and the experience of the coach.

Please Note:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.