



Riverdale School District 51J

11733 S.W. Breyman Ave.

Portland, OR 97219-8409

Voice 503-636-8611 Fax 503-635-6342

Riverdale High School

Voice 503-892-0722

Fax 503-892-0723

Riverdale Grade School

Voice 503-636-4511

Fax 503-635-7534

Re: Coaching Application Process

Dear Coaching Applicant:

Thank you for your interest in a coaching position with the Riverdale Athletic Department and Riverdale School District 51J.

The application process involves the completion of the coaching application and questionnaire, criminal history form, and submittal of a resume and letter of interest. All materials need to be received by the District Office by the closing date listed or as soon as possible for positions that are "open until filled."

For additional information about the Riverdale School District, visit our web site at <http://www.riverdale.k12.or.us>. You can directly contact the District Office by calling 503-636-8611, faxing 503-635-6342 or by email to [kjacobson@riverdale.k12.or.us](mailto:kjacobsen@riverdale.k12.or.us).

Sincerely,

Kathy Jacobsen
Assistant to the Superintendent

Riverdale School District COACHING APPLICATION

Name: _____ Date: _____

Present Address: _____

Phone: _____ Soc. Sec. #: _____

Email Address: _____ Fax #: _____

Position & Grade Level applying for: _____

Optional Information

Race or Culture Group: _____ Asian/Pacific _____ Black _____ Cambodian _____ Caucasian
_____ Hispanic _____ Indian/Alaskan _____ Russian

Educational Background

Schools Attended Dates Attended Degree Earned

Certification

Do you currently hold an Oregon Teaching Certificate? _____

Are you currently certified to coach? (ASEP /NIAAA-CEP) _____

Do you hold a current First Aid Card? _____ (Please attach a copy)

Do you hold a driver's license? _____ License Number _____

10. What are your strengths as a coach and how do you use them.

11. What are your weaknesses as a coach and what steps do you take to overcome them?

12. What do you feel are the two most important things that need to happen in order for your team to have a positive and successful experience?

Please feel free to list other items below you wish to discuss as part of the evaluation process.

RIVERDALE SCHOOL DISTRICT 51J
JOB DESCRIPTION
(REVISED 8/07; replaces all previous versions)

JOB TITLE/ASSIGNMENT

JOB TITLE: COACH

LOCATION: Grade School, High School

CHARACTERISTICS: Certified, classified or contracted employees, part-time status

REPORTS TO: Superintendent/ Site Principals/ Athletic Director

SUPERVISES: In some cases, Assistant Coaches and/or parent volunteers

EVALUATION: Evaluated annually by the Athletic Director and site Principals

OVERVIEW OF THE POSITION

To manage and oversee all activities of the assigned athletic or extra-curricular team.

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

1. Possesses knowledge of District policies and regulations relating to areas of responsibilities.
2. Maintains proper certification and training, including First Aid, CPR-AED, Bloodborne Pathogens and the like. High School coaches are required to complete ASEP/NIAAA-CEP certification.
3. Demonstrates and models leadership, sportsmanship and citizenship in all aspects of working with students and the school community.
4. Maintains knowledge of specific sport.
5. Demonstrates a commitment to keeping current in the sport that is being coached and an appreciation for how to teach the skills it requires.
6. Supervises and works cooperatively with parents and other team volunteers/ assistants.
7. Assumes responsibility for determining player and team eligibility.
8. Submits required reports to the District Office and/or building principals in a timely manner.
9. Facilitates effective communication between parents, athletes, and school administration and serves as the initial point of contact for parents regarding athletic matters and concerns.
10. Supervises and manages equipment, facilities and supplies.
11. Arranges for the availability of equipment necessary for the administration of contests.
12. Works with the Athletic Director to secure/ensure officials for all contests, games and/or meets.
13. Works with the Athletic Director in scheduling school athletic facilities.
14. Assists the custodians and maintenance personnel in coordinating maintenance programs for facilities.
15. Refers information to principals promptly regarding incidents or conduct that could result in disciplinary action.
16. Coordinates with physical education personnel on matters of sharing facilities, resources, and equipment.
17. Works with the Athletic Director to arrange for the supervision of home athletic events.
18. Works cooperatively with students, parents, staff and community members to project a positive, service-oriented demeanor.

ADDITIONAL JOB FUNCTIONS:

1. Coordinates and manages athletic awards for the school.
2. Makes the necessary arrangements for transporting athletic teams.
3. Represents the school at meetings or conferences relating to athletics.
4. Arranges for preparation of fields for contests.
5. Coordinates clinics, professional improvement programs and pre- and post- season coaches' meetings.
6. Coordinates special athletic/activity events, as needed.
7. Attend Board or other meetings as requested.
8. Performs other duties as assigned.

OCCUPATIONAL CERTIFICATES/LICENSES/REQUIREMENTS

1. Valid Oregon Teaching License required for certified teachers who are also working in a coaching capacity.
2. Valid Oregon driver's license and excellent driving required.
3. FBI Fingerprint clearance required.
4. Required health training: valid First Aid/CPR-AED cards; bloodborne pathogen and Epipen training.
5. ASEP/NIAAA-CEP certification for high school coaches.

EDUCATION/VOCATIONAL PREPARATION

1. Successful coaching or athletics/activities experience.
2. Knowledgeable about interscholastic athletic/activities programs.

PHYSICAL REQUIREMENTS

Moderate to heavy degree of physical stamina with frequent lifting up to 25 pounds and occasional lifting up to 50 pounds. Ability to move freely to various locations within the classroom and a variety of athletic facilities. Frequent standing, walking, sitting, and bending. Frequent athletic movement, including running, jumping, throwing, and the like. Frequent repetitive activities that include hands, arms, and legs. Exposure to noise and activity of a school setting and sports events. Exposure to outdoor weather conditions.

TERMS OF EMPLOYMENT

Salary approved annually by the School Board.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____

DATE _____

PRINTED NAME _____

CRIMINAL HISTORY VERIFICATION OF APPLICANTS

Please type or print clearly.

As Appears on License

Name: _____ Date of Birth: _____ Sex: _____
Last/First/Full Middle MM/DD/YY

List Other Names Previously Used: _____

Social Security No.: _____ Driver License/Identification Card No.: _____

Providing your social security number on this form is voluntary. If you choose not to disclose the social security number, this will not be a basis for denial of employment or any rights, services or benefits to which you are otherwise entitled. If you do provide the number the Oregon State Police will use it as an additional identifier to search for any criminal record you may have. Your social security number will be used as stated above. State and federal laws protect the privacy of your records.

Address: _____
Full Street Address

City: _____ State: _____ Zip + 4: _____

A. Have you **EVER** been convicted of a sex-related crime? [] Yes [] No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

If yes, did the crime involve force or minors? [] Yes [] No

B. Have you **EVER** been convicted of a crime involving violence or threat of violence? [] Yes [] No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

C. Have you **EVER** been convicted of a crime involving criminal activity in drugs or alcoholic beverages. [] Yes [] No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

D. Have you **EVER** been convicted of any other crime except a minor traffic violation?(Includes Traffic Crimes) [] Yes [] No

E. Have you been arrested within the last three years for a crime for which there has not yet been an acquittal or dismissal? [] Yes [] No

Advisory: A check of the applicant's criminal history will be made by the Oregon Department of Education to verify the responses to the preceding questions.

I hereby grant to the Oregon Department of Education permission to check civil or criminal records to verify any statement made on this form. Regardless of whether the applicant grants consent, the Oregon Department of Education will conduct a criminal offender record check of applicants for the position of school bus driver, volunteer, or other prospective school employees working with or around children. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination by an employer on the basis of arrest records alone may violate federal civil rights law. The applicant may obtain further information concerning the applicant's rights by contacting the Bureau of Labor and Industries, Civil Rights Division, State Office Building, Suite 1070, Portland, Oregon 97232, telephone (503) 731-4075.

I acknowledge reading and the receipt of this notice.

Applicant's Signature: _____ Date: _____



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The Riverdale School District serves over 600 families living in a residential, wooded area seven miles south of downtown Portland, Oregon and adjacent to the city of Lake Oswego. The grade school is the only public facility in the neighborhood and is a focal point for community activity. Lewis and Clark College is located within the District. The Portland metropolitan area, with a population of 1.2 million, is the cultural and economic center for Oregon. Residents enjoy the benefits of a major urban area, while living within a short drive of both the Cascade Mountains and the Pacific Ocean. To learn more about the District please visit our World Wide Web Homepage: www.riverdaleschool.com

The Riverdale Community has valued excellence in education for more than 100 years. Riverdale's centennial celebration in the spring of 1988 drew more than 750 alumni. The community prides itself on its independent status and voted to retain this independence with the passage of a bond in March 1996 to build a high school. Riverdale School District has always enjoyed widespread community interest, involvement and support.

Riverdale Grade School offers a program for students in kindergarten through grade eight and provides a comprehensive and varied curriculum. The kindergarten through grade eight students benefit from a low student-teacher ratio, with two classes per grade and approximately 360 total students. The grade school is organized as Primary (K-3), Intermediate (4-5-6) and Upper Grades (7-8) to allow for broad curriculum flexibility. The faculty includes specialists in music, second languages, physical education, library/media, art and special education/student services. Students also enjoy a diverse selection of enrichment programs. A Field Studies program involving students and staff combines learning experiences with the opportunity to explore Oregon's many resources. Both Riverdale Grade School and Riverdale High School have state of the art computer labs with computers networked throughout the schools and connected to the Internet.

Riverdale High School opened in September 1996 for grades 9-12 and spent the first six years in temporary locations (the first year in Portland and next five years at Marylhurst University in Lake Oswego). The high school is now in its permanent location at 9727 SW Terwilliger Boulevard in Portland—just two miles from the Riverdale Grade School. The building was dedicated with a wonderful grand opening celebration on September 3, 2003. Riverdale School District has over 100 high school age students who currently have the choice of attending either Riverdale High School or a neighboring high school with a reciprocal agreement for transferring students. It is anticipated that Riverdale High School will grow to a maximum size of 320 students in its new facility while maintaining a low student-teacher ratio to maximize individual attention. In addition to resident students, non-resident students are encouraged to attend Riverdale High School on a tuition or inter-district transfer basis.

Riverdale High School has a college preparatory focus. The yearly schedule includes three terms; the daily schedule includes five 70-minute periods. Each term provides .5 credit for each class, with core courses taken for two terms each year. Courses are personally and academically challenging and honors distinction is available for those students who undertake extra work. For students who have already mastered certain subject areas, individual curriculum options may be arranged. All students exceed the state graduation requirements by completing 28 credits.

A wide range of activities is offered as part of a well-rounded high school experience. Riverdale currently fields teams in football, soccer, volleyball, basketball, track, lacrosse, tennis and golf and as is a member of 3A - OSAA. Over 70% of the student body participates in inter-scholastic sports. Over 35% participate in drama, band and choir. The students also put on a musical production every spring. Teams representing Riverdale have performed well at the regional Science bowl and Mock Trial events. A key advantage of Riverdale High is that those who want to participate have the opportunity to do so.

Riverdale schools focus first and foremost on the relationship between teacher and student, and the academic disciplines that bring them together. Students are required to demonstrate their understanding of a core subject matter through classroom work as well as demonstrations called "exhibitions." These exhibitions provide a basis for accountability by asking students to show what they know. The focus of the high school is to help adolescents learn to use their minds well. Riverdale School District is committed to providing education for all students that is personalized, learner-centered, and academically "rigorous."