Job Description for MS & HS Coaching Positions

The Native American Community Academy (NACA) is a free, public charter school within Albuquerque Public Schools (APS) that integrates culture, wellness, language, community, family, and preparation for college into each child’s education. Our philosophy is grounded in both Native American traditions and a rigorous, modern approach to academics. We require excellence from our students, dedication from our teachers and coaches, and commitment from our parents.

Coaching sports at NACA is an amazing opportunity for individuals who want to make a difference in an innovative setting. Working at NACA means becoming part of a larger community and moving beyond the traditional field of education and sports in a diverse and welcoming setting. Our school aims to develop students who not only excel academically, but who have the opportunity to integrate the school’s core values, and their athletics ability and interest as well.

NACA currently serves students in grades Kinder-5th and 6th-12th. NACA’s student body is diverse with many cultural and ethnic backgrounds represented, including students from more than 37 different tribes. Students of all backgrounds are welcome at NACA.

PRIMARY DUTIES and RESPONSIBILITIES:

Responsible for implementing all Coaching requirements and expectations set forth by NMPED and under the NACA coaches contract agreement such as, but not limited to;

- Coordinate and conduct all practices/clinics and schedules,
- Coordinate and complete game/meet schedules, and submit to all official venues/entities described by the Athletics Director,
- Complete and attend all necessary NMAA or NACA training/meetings when scheduled,
- Maintain records of game/team/player stats and conduct team/player evaluations throughout the season,
- Address all team/player questions and/or issues with parents/guardians,
- Assist and support the Athletics Director with home games/meets (scorebook/card, scoreboard, gym/course/field monitoring, and/or concession etc).
- Responsible for verifying eligibility (academic and sports) of team participants in conjunction with the Athletics Director. Coach shall also create and promote team expectations regarding discipline, attendance, and eligibility that aligns with the standards and expectations of NACA and the NMAA,
- Transport team to and from practice locations using NACA transportation vehicles (non CDL requirements) when necessary,
• Travel to and from all away games/meets with team. Coach shall be responsible for keeping necessary safety records and attendance during all travel destinations.
• Plan and facilitate team and parent meetings to communicate all necessary team information and events,
• Coordinate and Supervise all team fundraiser events with team/parents, and adhere to all NACA policies and procedures for fundraising,
• Responsible for keeping all team equipment and uniforms in satisfactory condition for the duration of the season, and maintain inventory for check-in /check-out of respective season with team and Athletics Director,
• Understanding of NACA purchasing and procurement policies, and timelines when requesting equipment, uniforms, or other support in collaboration with the Athletics Director,
• Represent and support of the overall NACA Mission and Vision while under contract agreement, as well as encourage and model the NACA nutrition policy to student-athletes,
• Coach, be responsible and have fun.

DESIRED QUALIFICATIONS:
• High school diploma or higher level of education.
• Current NMPED Coaching Licensure.
• Prior experience working with indigenous youth in a sports coaching environment.
• Believes in and encourages academic excellence among student-athletes.
• Open to working in an environment that requires various practice locations and times.
• Ability to effectively communicate with team parents when necessary.
• Ability to effectively communicate with the Athletics Director with all team planning/purchases/logistics/all other team items.
• Ability to work manage/facilitate team practices/schedules/fundraisers/meetings.
• Understanding of NMAA policies and guidelines, and ability to implement in respective sport.
• Willingness to transport team via NACA vehicles (non CDL) to and from practice locations.
• Warm personality and strong overall communication skills.
• Willingness to working with and within a diverse educational community.
• Have a valid driver license.

CERTIFICATES and LICENSES:
• High School Diploma, or equivalent certification
• NMPED Coaching Licensure (Level 1)

SUPERVISION RECEIVED: Is under the direction of the NACA Athletics Director and the Executive Director of NACA.

COMPENSATION and BENEFITS: Compensation for this position will be under a seasonal contract, is competitive, and depends on prior experience and certification. No benefits package is included under the seasonal coaching contracts.
**COMMITMENT to DIVERSITY:** NACA seeks individuals of all ethnic and racial backgrounds to apply for this position, particularly those with a demonstrable and deep commitment to Native American communities and students. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to this effort.

**CONTACT INFORMATION:** For more information, please contact AD Johnnie Douma at jdouma@nacaschool.org

To apply, please download the coaching application on the website, complete and send the application, along with your resume/CV, Coaching License, and all other required documentation to jdouma@nacaschool.org or mailed to 1000 Indian School Rd, Albq. NM 87104, c/o AD Douma.