

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: ASSISTANT COACH

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate or eligibility* or County Substitute Certificate**
2. Minimum experience as determined by the board
3. Demonstrated knowledge of the sport, sports training and conditioning, injury prevention and management and the principles of human growth and development
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**Current employment by a board of education is required if coaching or instruction will take place during any part of the school day including recess.*

***Upon approval of the executive county superintendent, a holder of a county substitute certificate may be employed for a designated sports season.*

REPORTS TO: Head Coach and Athletic Director

POSITION GOAL:

Assist the Head Coach in carrying out the administration, organization and operation of the specific sport and entire athletic program.

ESSENTIAL JOB FUNCTIONS:

1. Provides for the safety and welfare of all student-athletes.
2. Supervises all practices, competitions, bus rides and locker rooms. Makes sure all facilities (locker rooms, weight room, building entrance, stereo system, gymnasiums, trainer's room etc.) are locked and secured before and after practices and events.
3. Ensures that each athlete has turned in a physical examination form signed by a physician and has been medically cleared by the school nurse prior to any participation. Assists the Head Coach in ensuring that each athlete has turned in a

- completed permission form; statement of risk form; health history form; and understanding of expectations form signed by a parent or guardian prior to any participation.
4. Teaches individual and team skills. Uses safe and appropriate drills and techniques.
 5. Encourages all team members to develop the character traits of loyalty, industriousness, respect for others, and perseverance.
 6. Reinforces and stresses the importance of and commitment to academic excellence.
 7. Checks game and practice areas daily to make sure they are free of hazards.
 8. Works closely with the trainer in the prevention, care and rehabilitation of injuries.
 9. Demonstrates an overall knowledge of the sport (rules, strategies, drills etc.). Attends clinics to remain current with the developments in the sport.
 10. Promotes the total sports program with the student body, the staff and the public.
 11. Adheres to all the rules and regulations of the Northern Highlands School District, the leagues/conferences. and the N.J.S.I.A.A.
 12. Adheres to the procedures described in the *Northern Highlands Coaches' Manual*.
 13. Works with the head coach to ensure consistency in teaching techniques and coaching philosophy.
 14. Attends varsity contests as requested. (If your squad has the day off - attend the varsity practice.)
 15. Issues, records, collect and properly store all uniforms, keys, user fees and equipment.
 16. Conducts him/her self at all times in a manner consistent with the tenets of good sportsmanship. Refrains from using profanity and/or making derogatory remarks.
 17. Submits all paperwork to the Athletic Director in a timely and efficient manner.
 18. Attends various school functions such as Meet the Coaches Night, Sports Awards Nights, various coaches meetings, Pep Rallies etc.
 19. Demonstrates the ability to teach, evaluate, motivate and provide feedback on skills, techniques and strategies associated to his/her sport.

20. Has all correspondence to players and parents approved by the Athletic Director prior to distribution.
21. Represents the athletic department and school in a positive manner.
22. Cooperates and maintains rapport with other coaches, teachers, administrators and staff members.
23. Maintains appropriate team and individual discipline and overall team/practice management.
24. Communicates with student athletes, school staff, parents etc. in a positive and professional manner and shows consistency, fairness, patience and respect for team members and others.
25. Informs the Athletic Director of any and all problems associated with his/her sport or team.
26. Carries a first aid kit and completed student medical emergency information cards to all practices and athletic events.
27. Is familiar with all expectations and consequences published in our Student/Parent handbook.
30. Thoroughly reviews and follows Board of Education policies regarding hazing, harassment and bullying.
31. Follows Board of Education policies and procedures during summer recess (attendance, facility requests, etc.).
32. Performs other duties as requested by the Head Coach and/or the administration and as appropriate to the position.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17
2nd Reading: 10/16/17