



Bridgewater-Raritan Regional School District  
Job Description

SECTION                      Stipend Position  
  
CATEGORY                    Non-Instructional  
  
SUB-CATEGORY            Assistant Coach, High School

**QUALIFICATIONS:**

1. Eligibility for County Substitute Teacher Certificate (the successful candidate will need to secure a County Substitute Teacher certificate if the candidate does not have a NJ Teaching Certificate)
2. Coaching training programs and/or Youth athletic license preferred
3. Demonstrates an interest in and an aptitude for performing the responsibilities listed
4. Demonstrates through experience, education, application, or interview, a knowledge of the sport to be coached and an ability to provide appropriate leadership and direction to student-athletes
5. Ability to maintain a positive environment and high standards of conduct for student-athletes
6. Experience working with children
7. Excellent communication and organizational skills
8. Knowledge of applicable regulations and laws
9. Required criminal background check and proof of US citizenship or legal resident alien status.

**REPORTING RESPONSIBILITIES**

The High School Assistant Coach reports to the Head Coach, Athletic Director and Building Administrators. The employee works in collaboration with other athletic program staff and Central Office Administrators as appropriate.

**JOB GOAL**

A Bridgewater-Raritan Regional School District Assistant Coach has the responsibility of leading and developing a sound and comprehensive athletic program focused on the needs of student-athletes. The Assistant Coach will work to train and motivate students to assist them in realizing their potential as student-athletes while building their self-confidence and self-respect. Beyond the specific skills of the sport, the Assistant Coach will promote citizenship, teamwork, sportsmanship, and other lifelong skills. The Assistant Coach will communicate information and will coordinate the operation of the team throughout the season.

**TERMS OF EMPLOYMENT**

In accordance with the language and provisions of the BREA/BOE contract.

**PERSONAL EVALUATION**

The High School Assistant Coach shall be evaluated in writing by the Athletic Director at least once each year.

**PERFORMANCE RESPONSIBILITIES**

1. Ensures appropriate supervision of students at all times
2. Must be present at all games and practices of the team
3. Ensures district health guidelines are followed



## Bridgewater-Raritan Regional School District Job Description

4. Serve as a role model for student-athletes at all times
5. Motivate in a positive way that builds on the strengths of the student-athletes
6. Responsible for coaching and management of the team(s)
7. Uses a variety of professionally sound teaching and coaching strategies and techniques designed to produce a competitive and respectable team effort
8. Continues to expand knowledge of improved coaching techniques and strategies to utilize when appropriate
9. Works with every student to improve individual effort with a focus on improvement
10. Exercises sound judgment in the selection and status of team members
11. Directs athletes/teams during all scheduled practices, games, and events
12. Takes necessary precautions to maintain safety of student athletes
13. Adheres to all laws, board policies, administrative regulations, and NJSIAA regulations in the performance of coaching responsibilities
14. Organizes and coordinates the efforts of other athletic staff to promote the success of the program
15. Provides input on the preparation of the athletic budget for the particular sport
16. Reports any unsafe facility or field conditions
17. Performs other such duties as assigned by the Superintendent or designee

### **OTHER DUTIES**

1. Maintains confidentiality in all areas of assignment
2. Assumes other duties and responsibilities incidental to the position or as assigned by Superintendent or designee
3. Adheres to all district policies and regulations, including but not limited to:
  - a. Support Staff Member/School District Reporting Responsibilities – 4159
  - b. Physical Examination – 4160
  - c. Substance Abuse – 4218
  - d. Electronic Communications between Support Staff Members and Students – 4283
  - e. Sexual Harassment – 4352
  - f. Harassment, Intimidation, and Bullying – 5512

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 22 June 2021