

**CUMBERLAND REGIONAL SCHOOL DISTRICT****JOB DESCRIPTION****ATHLETIC COACH****JOB GOAL**

To train athletes to compete individually or as a team, and to provide assistance to the athletes to develop their full potential.

**QUALIFICATIONS**

1. All candidates must possess appropriate N.J. State Certification.
2. Available to work during assigned hours.
3. All candidates must have a successful coaching and/or Athletic record to substantiate knowledge and/or coaching potential related to the sport in question.
4. Familiar with the care and treatment of student injuries.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES****COACHING**

1. Knowledge of sport, eligibility rules, and state rules and changes.
2. Supervision of athletes at all times.
3. Sets an appropriate example at all times.
4. Shows good judgment in coaching decisions and responsibilities.
5. Prompt for practice session.
6. Supervision and administration of training rooms, locker rooms, and practice areas.
7. Maintains good squad discipline.
8. Instills in athletes a competitive spirit for individual and team growth and desire for intellectual growth and development.
9. Shows respect (verbal, physical, psychological) for athletes.
10. Is innovative; uses new techniques, ideas, along with establish procedures.
11. Does not let coaching interfere with classroom responsibilities.
12. Appropriate dress at practice and games.
13. Written rules of coach's expectations for student participants in sports.
14. Scouting responsibilities.

**RELATED**

1. Compliance with:
  - a. Meeting deadlines
  - b. Inventory
  - c. Equipment
  - d. Pre-season format
2. Care of:
  - a. Issuance/collection

- b. Storage
  - c. Re-order forms
3. Refrains from notifying Booster organizations and Board of Education of needs without consent of Director of Athletics.

#### PROFESSIONAL INTERNAL RELATIONSHIPS

1. Cooperates with Director of Athletics in submitting eligibility lists, equipment needs, and program information.
2. Keeps Director of Athletics informed of any, and all, problems before, during, and after all sporting events.
3. Keeps Director of Athletics informed of condition of practice and playing fields.
4. Cooperates with maintenance personnel in care of sports areas.
5. Accepts and implements athletic decisions and policies.
6. Acceptable sideline conduct at games (towards players, officials, fans, etc.).
7. Rapport with other coaching staff members.
8. Maturely accepts criticism and/or recognition.
9. Respects and supports other coaches and athletes during seasonal sports.
10. Encourages students to participate in athletics.

#### PROFESSIONAL EXTERNAL RELATIONSHIPS

1. Cooperates with newspapers and other media, with booster organizations and parents' groups.
2. Letters to colleges regarding players, service groups; follows up on graduates.
3. Performs other duties as assigned by Director of Athletics or designee.

#### **ESSENTIAL SKILLS/ABILITIES**

1. Strong communication and interpersonal skills with the ability to interact and work with others.
2. Ability to implement coaching assignments.
3. High integrity and ethical standards.
4. Analyze situations accurately and adopt an effective course of action.
5. Meet schedules and timelines.
6. Regular attendance.
7. Must be able to lift, pull, push or move up to 50 pounds at a time.
8. Must be able to walk, run, and kneel as required.
9. Must be able to traverse various athletic grounds and facilities.

#### **REPORTS TO**

Director of Athletics and through them to the building Principal/Superintendent.

#### **TERMS OF EMPLOYMENT**

Seasonal position paid after the season ends.

#### **EVALUATION**

Performance of the job will be evaluated by Director of Athletics or designee.

\*This job description is subject to change at any time.

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APPROVED BY: **Cumberland Regional Board of Education**  
DATED: **February 12, 2009**  
AMENDED: **February 27, 2014**  
AMENDED: **December 20, 2018**  
AMENDED: **July 27, 2023**