

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

To assist the Head Coach with training 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. All candidates must have a successful coaching and/or Athletic record to substantiate knowledge and/or coaching potential related to the sport in question.
3. All candidates must have been interviewed by the Director of Athletics and/or Principal/Superintendent with input from the Head Coach.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Assists in the coordination of all Programs (9-12) associated with sport in question.
2. Maintains loyalty to Head Coach, participants, school and overall program.
3. Assists in developing plans for improving the program.
4. Carries out the duties assigned by the Head Coach.
5. Attends all staff meetings, community affairs and clinics deemed necessary.
6. Carries out scouting responsibilities assigned by the Head Coach.
7. Assists in developing an ongoing program of public relations.
8. Assists in enforcing and maintaining, collecting and requisitioning Equipment.
9. Assists the Head Coach in maintaining up to date records.
10. Keeps abreast of all N.J.S.I.A.A. and Tri-County rules and regulations governing his/her sport.
11. Assists in developing rapport with parents and the community.
12. Approaches coaching duties in a positive way.
13. Maintains a high degree of professional ethics.
14. Assists the Head Coach in proper supervision of all participants in his charge.
15. Discusses coaching and team problems with the Head Coach for proper solution.
16. Makes suggestions to the Head Coach for improvement of program.
17. Starts practices as designated by Head Coach and in accordance with N.J.S.I.A.A. and Tri-County League rules and regulations.
18. Attends related functions (Awards, Dinners, Pep Rallies, etc.)
19. Performs other duties as assigned by Director of Athletics, Principal and/or Superintendent.

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 Head Coach 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.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **October 28, 2010**
AMENDED: **July 27, 2023**