



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Assistant Coach

(Rev. 12/17/2012, Rev. 4/15/13, Rev. 04/28/2016)

Qualifications:

1. BS/BA Degree (Note: In very special and unusual situations, the County Substitute requirement may suffice.)
2. Sufficient experience in participation or related activities to acquire basic skills and techniques of the activity.
3. Valid New Jersey teaching certificate. Valid County Substitute Certificate may be used under emergency provisions.

Reports To:

Athletic Director

Job Goal:

The Assistant Coach is directly responsible for the performance of designed duties and responsibilities to the Head Coach immediately, Supervisor of Extra-Curricular & Athletics directly and the Principal ultimately.

Distinguishing Characteristics:

All assistant coaching positions require the coach to perform duties assigned by the Head Coach and/or the Athletic Director which are associated with the management of the designated sport program and which provide instruction and experiences for students to help prepare them mentally and physically for athletic competition and to enhance their personal, physical, emotional and social growth.

Performance Responsibilities:

1. Keep abreast of current sport knowledge and coaching techniques in the designated sport as well as be knowledgeable of NJSIAA and league rules, regulations and bylaws.
2. Plan and supervise scheduled workouts and games for assigned team and instruct participants in the skills and techniques of the position played in the sport.
3. Attend all contests as requested and provide support for the Head Coach in decisions and management of assigned sport events.
4. Perform scouting duties as assigned by the Head Coach.
5. Assist the Head Coach as assigned in the management of equipment, maintenance of records, issuing athletic awards and other functions associated with promotion and management of the designated sport program.
6. Attend meetings and clinics as requested by the Athletic Director.
7. Encourage academic achievement through active cooperation and communication with the teaching staff.
8. Perform other related duties appropriate as assigned by the Head Coach.
9. Work cooperatively with other coaches, students and school administration.



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10. Remains mindful of the District's hours of operations and will not schedule events, practices, scrimmages or games at times when the District is closed and will ensure that such events will not run past closing hours.
11. Observes the rules and regulations outlined in the Kingsway Wellness Center User Agreement and has a signed copy of this User Agreement on file.
12. Assists the head coach with local media outlets with pre-season reports, daily contest results, post-season summary and relevant news items during the season.
13. Assists the head coach with submission of an end-of-season report to the supervisor of athletics within 2 weeks after the end of the season.
14. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Schedule: B, Class: IV-Athletics
Pay Grade/Compensation Structure:	G20
Evaluation:	In accordance with Board policy
Job Code:	N/A