

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

ATHLETICS

3304 Assistant Athletic Coach

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JOB TITLE: ASSISTANT ATHLETIC COACH

REPORTS TO: Assigned Athletic Coach

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Develops individual and team proficiency by teaching and coaching individual students and teams in the physical skills of the sport, physical conditioning, safety, injury prevention and management, the rules and strategies of the game, and the attitudes and values of discipline, personal responsibility, team cooperation, and good sportsmanship. Advocates a healthy and responsible life style and promotes the accomplishments of the team and individual members.

QUALIFICATIONS:

The Assistant Athletic Coach shall:

1. Hold a New Jersey instructional certificate, or a county substitute certificate (N.J.A.C. 6:29-3.3 and 6:11-4.5).
2. Hold and maintain first aid certification and CPR certification.
3. Hold a valid driver's license with no serious violations.
4. Show evidence of successful experience in the assigned sport and in working with students or with student athletes.
5. Have the ability to demonstrate the physical skills required of the sport, and be able to explain the rules and regulations governing the sport.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

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11. Provide evidence that health is adequate to fulfill job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Assistant Athletic Coach shall be employed under the following terms:

1. Length of the sports season, including recruitment and practices prior to, and championship contests and other events related to the sport following the regular season.
2. Salary or hourly wage as specified in the written contractual agreement with the Board.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Assistant Athletic Coach shall:

1. Assist the assigned coach as required.
2. Provide a program of instruction and coaching to develop individual and team proficiency in the physical skills of the sport, physical conditioning, safety, injury prevention and management, the rules and strategies of the game, and the attitudes and values of discipline, personal responsibility, team cooperation, and good sportsmanship.
3. Advocate a healthy and responsible life style for all students and adults participating on or assisting the team. Promote the concepts of the effects of substances (e.g., alcohol, tobacco, controlled substances and ergogenic aids), total physical fitness, and healthy habits for a lifetime of vigorous living.

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4. Display at all times good sportsmanship, serving as a role model for students and adults of expected standards for behavior and attitudes. Demonstrate ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
5. Follow the Emergency Action Plan when necessary, stabilizing and assisting in the care of the injured.
6. Notify supervisors immediately of any emergency, injury, or unusual event involving the team or team members.
7. Monitor and ensure the safety of the facility, fields, and all equipment used in the sport.
8. Attend all practices and contests, arriving on time and supervising students until all have left the practice or event.
9. Promote the accomplishments of the team and individual members through the local press and school publications.
10. Communicate regularly with teachers and counselors of students to ensure that academic standards and behavior expectations are being met.
11. Complete in a timely fashion all necessary records and reports.
12. Attend meetings or workshops as required by the supervisor or the league.
13. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
14. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
15. Adhere to New Jersey school law, the policies, rules, regulations, and procedures of the State Board of Education, the New Jersey Interscholastic Athletic Association, the league, the Board of Education, and the school, and to contractual obligations.
16. Perform any duties and responsibilities that are within the scope of employment, as assigned by the principal or supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all

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inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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EVALUATION:

The Director of Athletics or designee shall evaluate the Assistant Athletic Coach in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.



Approved

Date