



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: ASSISTANT ATHLETIC COACH

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification, Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior coaching experience or has participated in the sport to be coached.
3. Demonstrates organizational abilities, communications skills and skills in interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Supervisor of Athletics, Health and Physical Education (K-12)

JOB GOAL: To support each participating student/athlete in achieving a higher level of skill, an enhanced appreciation for the values of discipline, teamwork and sportsmanship, and an increased level of self-esteem. All coaches should be dedicated to developing successful athletic teams, considering not only win/lose records but, especially, the overall purpose of achieving personal growth through athletic participation and competition.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Assists in coaching individual participants, small groups and the team, as appropriate, in the skills necessary for personal achievement in the sport.
 - b. Assists the Head Coach in providing supervision of all students/athletes involved in the Head Coach's particular activity at all times of involvement and oversees penalties for violation of such standards as stipulated by NJSIAA rules, Board policy, school procedures and the district's Athletic Handbooks.
 - c. Assists the Head Coach in scheduling practices and interscholastic contests in cooperation with the Supervisor of Athletics, Health and Physical Education (K-12).

- d. Assists the Head Coach in submitting budget requests annually to the Supervisor of Athletics, Health and Physical Education (K-12) in accordance with established timelines and guidelines.
- e. Assists the Head Coach in recommending to the Supervisor of Athletics, Health and Physical Education (K-12) the purchase of equipment, supplies and uniforms, as appropriate.
- f. Assists the Head Coach in maintaining necessary attendance forms, eligibility records, team roster and similar paperwork and provides information to the Supervisor of Athletics, Health and Physical Education (K-12) as requested.
- g. Assists the Head Coach in providing input to the Supervisor of Athletics, Health and Physical Education (K-12) concerning the safety conditions of the facility or area in which the assigned sport is conducted.
- h. Knows and implements established rules and policies including:
 - i. Specific rules governing the sport involved;
 - ii. General rules/policies of NJSIAA and Shore Conference;
 - iii. Guidelines contained in the district's Athletic Handbooks;
 - iv. General policy & procedures of the school; and
 - v. Policy established by the Holmdel Township Board of Education.

2. Professional Development

- a. Keeps informed about the latest equipment, rules and coaching techniques in his/her field of sport.
- b. Participates in continuous study and research, and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.

3. School and Community Relations

- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents and community residents as appropriate.
- b. Cooperates and shares professionally with other members of the staff.

4. Other Assigned Duties

- a. Performs such other tasks and assumes such other responsibilities as may be assigned by the Supervisor of Athletics, Health and Physical Education (K-12).

TERMS OF EMPLOYMENT:

Salary to be established within the Agreement between the Holmdel Township Board of

Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated at the conclusion of the season in accordance with the Board's policy on the Evaluation of Schedule "B" Staff and the contractual agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: June 25, 2014