

# WINSLOW TOWNSHIP SCHOOL DISTRICT

## JOB DESCRIPTION

### ASSISTANT ATHLETIC COACH

#### QUALIFICATIONS:

- Valid New Jersey Instructional Certificate, Certificate of Eligibility or New Jersey Substitute Certificate
- Demonstrated knowledge of the sport; sports training and conditioning; injury prevention and management; and the principles of human growth and development
- Ability to maintain a positive learning environment and high standards of conduct for athletes
- Knowledge of NJSIAA Rules and Regulations
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Head Coach  
Athletic Director

SUPERVISES: N/A

JOB GOALS: To assist in providing leadership in the development and improvement of the sport program by developing athletes' knowledge, skills, sportsmanship, and motivation to excel.

#### PERFORMANCE RESPONSIBILITIES:

1. Coach individual participants in the skills necessary for success in the sport involved.
2. Assist the Athletic Director in making arrangements for athletic competitions and related transportation.
3. Assist in the purchase of equipment, supplies and uniforms as appropriate.
4. Assume responsibility for team members under his/her supervision; promote good sportsmanship and enforce all rules and regulations. Comply with board-adopted emergency medical procedures for all practice sessions and competitive levels.
5. Assist in the selection of team members and verify their eligibility according to established physical and academic requirements of eligibility for participation in each sport; obtain written parent permission for students to participate and file team members records with the athletic director.
6. Assist in the planning and scheduling of practice in season and attend all contests of the assigned sport.
7. Oversee the safety conditions of the facility or area in which the assigned sport is conducted at all times that students are present.
8. Assist in the responsibility for all team equipment during practice and contests and assist in the distribution and collection of athletic gear.
9. Uphold and enforce school rules, administrative regulations, board policy, and all NJSIAA rules governing sports.
10. Perform other duties which may be within the scope of his/her employment as assigned.

TERMS OF EMPLOYMENT: This is a Seasonal position. Stipend established in accordance with the WTEA collective bargaining agreement.

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**EVALUATION:**

Performance of job responsibilities will be conducted by the Athletic Director once during the season.

**STATEMENTS OF AGREEMENT:**

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 10/10/2006

Revised: 5/6/2009

10/28/2020