



UPPER SADDLE RIVER SCHOOLS
Upper Saddle River, NJ 07458

JOB DESCRIPTION

I. Title: Assistant Athletic Coach

II. Qualifications:

- A. Valid New Jersey Instructional Certificate or eligibility* or County Substitute Certificate**
- B. Minimum experience as determined by the board
- C. Demonstrated knowledge of the sport, sports training and conditioning, injury prevention and management and the principles of human growth and development
- D. Ability to maintain a positive learning environment and high standards of conduct for athletes
- E. Trained to Administer Epi-pen
- F. Certified in CPR
- G. Glucagon trained on an as needed basis
- H. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

** Current employment by a board of education is required if coaching or instruction will take place during any part of the school day including recess.*

*** Upon approval of the county superintendent, a holder of a county substitute certificate may be employed for a designated sports season.*

III. Primary Function:

- A. Supervises all team members
- B. To provide leadership in the development and improvement of the sport program by developing athletes' knowledge, skills, sportsmanship, and motivation to excel.

IV. Reports to: Athletic Director/Principal

V. Major Duties and Responsibilities:

- A. Assists the Head Coach in the preparation and supervision of individual participants in the skills necessary for success in the sport involved.
- B. Assists the athletic director and head coach in making arrangements for athletic competitions and related transportation, if so assigned. While going to and from games, assists in maintaining good order.
- C. Assumes responsibility for team members under his/her supervision; promotes good sportsmanship and enforces all rules and regulations.

ASSISTANT ATHLETIC COACH

Complies with board-adopted emergency medical procedures for all practice sessions and competitive levels.

- D. Attends all practices and contests of the assigned sport. Assists at contests in observing play and devising strategies to improve the performance of the team and the players.
- E. Oversees any assigned area of focus such as offense, defense, goalie or transition game giving due consideration to the safety conditions of the facility or area in which the assigned activity is conducted at all times that students are present.
- F. Assists in the distribution and collection of athletic gear.
- G. Assists in upholding and enforcing school rules, administrative regulations and board policy and all NJSIAA rules and regulations governing sports.
- H. Is prepared to take over full coaching duties in the event the head coach is absent or becomes ill.
- I. Performs other duties, which may be within the scope of his/her employment and certification as may be assigned.

VI. Terms & Conditions of Employment:

Compensation, benefits, work day and year as defined by the negotiated contract between the USRBOE and USREA.

From our policy - An athletic coach employed by this district who is not a regular employee of this district shall be employed only for the duration of the specific sport season. He/She shall be paid the stipend that would be paid to a district employee in the same position and shall be supervised by the Athletic Director. No out-of-district athletic coach shall be eligible for tenure or for employment benefits.

VII. Evaluation:

Annual evaluation by supervisor as defined in the USREA – USRBOE contract, state law/code, and Board policy.