



UPPER SADDLE RIVER SCHOOLS  
Upper Saddle River, NJ 07458

## JOB DESCRIPTION

**I. Title:** 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. Coaches individual participants in the skills necessary for success in the sport involved.
- B. Assists the athletic director in making arrangements for athletic competitions and related transportation.
- C. Recommends the purchase of equipment, supplies and uniforms as appropriate.

## ATHLETIC COACH

- D. Assumes responsibility for team members under his/her supervision; promotes good sportsmanship and enforces all rules and regulations. Complies with board-adopted emergency medical procedures for all practice sessions and competitive levels.
- E. Assumes responsibility for the selection of team members and verifies their eligibility according to established physical and academic requirements of eligibility for participation in each sport; obtains written parent permission for students to participate and files team member records with the athletic director.
- F. Assists the athletic director in the preparation and administration of the athletic program budget; prepares a budget for the assigned sport.
- G. Plans and schedules a regular program of practice in season and attends all contests of the assigned sport.
- H. Oversees the safety conditions of the facility or area in which the assigned sport is conducted at all times that students are present.
- I. Assumes responsibility for all team equipment during practice and contests and assists in the distribution and collection of athletic gear.
- J. Upholds and enforces school rules, administrative regulations and board policy and all NJSIAA rules and regulations governing sports.
- K. 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.