

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Assistant Coach**

### **QUALIFICATIONS:**

1. New Jersey Teacher certificate preferred; Substitute certificate considered
2. Ability to maintain a positive learning environment and high standards of conduct among athletes
3. Previous successful coaching experience in assigned sport preferred
4. Criminal history background check and other certifications as required by NJSIAA, conference, and county affiliations
5. Such alternatives to the above that the Board may find appropriate

**REPORTS TO:** Head Coach, Director of Athletics, Principal

### **RESPONSIBILITIES:**

1. Assist the Head Coach in recruiting and evaluating all candidates
2. Assist the Head Coach in developing and implementing both in-season and out-of-season conditioning and/or weight training programs, while complying with all NJSIAA In and Out-of-Season guidelines
3. Maintain a thorough knowledge of all athletic policies approved by the Caldwell - West Caldwell Board of Education and the JCHS Coaching Staff Handbook
4. Maintain a thorough knowledge of existing league, county, and state regulations; relay all knowledge to other staff as necessary
5. Issue proper and safe equipment and be responsible for the return of same
6. Requisition equipment through and after consultation with the Athletic Director
7. Attend all public/state/conference/staff/departmental meetings as required
8. Establish good public relations within the school and community
9. Provide the Athletic Director with material for publicity

10. Assist the Head Coach in the supervision of all student-athletes for the duration of all practices, games, and meetings, including locker room, building, and transportation supervision
11. Understand the proper chain of command and refer all requests or grievances through proper channels
12. Assist the Head Coach and Athletic Director in scheduling, providing transportation, and meeting all requirements for tournaments and special events
13. Maintain fair and consistent discipline, and work to increase morale and cooperation
14. Report immediately to administration all observed or reported incidents of Harassment, Intimidation, and Bullying, including hazing
15. Give constant attention to student-athlete grades and conduct
16. Assist the Head Coach in completing paperwork on all athletic injuries on proper forms and submit to athletic trainer within 24 hours
17. Assist athletes with college or other post-secondary plans
18. Participate in budget planning with the Head Coach and/or Director of Athletics
19. Assist the Head Coach in securing all doors, alarms, lights, windows, and locks prior to leaving building
20. Other responsibilities as assigned by the Head Coach or Director of Athletics