



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Assistant Coach
REPORTS TO: Head Coach and/or Athletic Director
QUALIFICATIONS:

1. New Jersey Teacher certification or substitute teacher certification and in full accordance with NJAC 6A: Chapter 9:5.19
2. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
3. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

The Assistant Coach will be directly responsible for the execution of his/her duties as defined below and any other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

1. Implements the rules and regulations of the bylaws of the Iron Hills Conference and the New Jersey State Interscholastic Athletic Association.
2. Implements district policies and procedures regarding student athletes.
3. Implements assigned duties and responsibilities as defined by the head coach.
4. Registers athletes and issues equipment.
5. Collects accurate information required to complete eligibility lists and other reports.
6. Supervises student athletes and teams.
7. Implements safety precautions, training procedures and injury prevention techniques.
8. Promotes good sportsmanship behavior and conduct during practices and games.
9. Adheres to the coaching ethics as embodied in the high school coach's manual.
10. Promotes self-esteem among student athletes.
11. Completes an inventory of athletic equipment at the end of the season.
12. Completes an annual report evaluating the program including recommendations for improvement.
13. Performs such other tasks and assumes such other responsibilities as assigned by the Head Coach

WORK YEAR: Twelve-month employee
DATE APPROVED: February 19, 2013
APPROVED BY: Board of Education