

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION  
JOB DESCRIPTION  
ASSISTANT COACH

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**Date of Adoption:** December 22, 2011

**JOB TITLE:** Assistant Coach

**REPORTS TO:** Head Coach/Assistant Principal –Athletics/Principal

**NATURE AND SCOPE OF JOB:**

The job of the Assistant Coach at the High School level is done for assisting in the education, leadership, supervision, and organization of the assigned interscholastic sport.

**QUALIFICATIONS:**

1. Certification as required by NJAC 6A Have excellent integrity and demonstrate good moral character and initiative.
2. Knowledge of NFHS/NJSIAA rules of the sport coached.
3. Ability to assist the Head Coach in the teaching of skills necessary for successful participation in the sport coached.
4. Ability to establish and maintain positive relationships with students.
5. Ability to conduct oneself in an appropriate and sportsmanlike manner both on and off the field.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

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12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable. Additional sport specific qualifications may be noted in the job posting.

**EMPLOYMENT TERMS:**

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

**JOB FUNCTIONS AND RESPONSIBILITIES:**

1. Ensures that adequate supervision is provided for all students involved in the program; provides for the safety of participants by inspecting facilities and equipment and being aware of environmental conditions.
2. Provides leadership and organization for assigned sport as directed by the Head Coach and Assistant Principal – Athletics.
3. Maintains current knowledge of all national, state, league, and district rules and regulations related to the assigned sport, student participation, and parent/community involvement.
4. Reports, verbally and in writing, to the Head Coach and Assistant Principal – Athletics, any equipment and/or facility found to be in unsafe condition.
5. Continually teaches and emphasizes safety procedures and precautions to all athletes on a daily basis.
6. Immediately reports all violations or suspected violations of established rules and regulations to the Head Coach and Assistant Principal – Athletics.
7. Performs any duty as assigned by the Head Coach or Assistant Principal – Athletics as needed for the specific sport.
8. Trained and certified pursuant to N.J.S.A. 18A 40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism as required as per the school nurse.
9. Perform all other duties as assigned by the Superintendent of Schools.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified staff.