



**HACKENSACK PUBLIC SCHOOLS**  
191 Second Street, Hackensack, NJ 07601

**JOB DESCRIPTION**

<b>TITLE:</b>	Assistant Athletic Coach	
<b>REPORTS TO:</b>	Director of Athletics/Athletics Coach	
<b>DATE APPROVED:</b>	Readopted – August, 2019	<b>BY:</b> Board of Education

**NATURE AND SCOPE OF JOB:**

Develops individual and team proficiency by teaching and coaching individual students and teams in the physical skills of the sport, physical conditioning, safety, injury prevention and management, the rules and strategies of the game, and the attitudes and values of discipline, personal responsibility, team cooperation, and good sportsmanship. Advocates a healthy and responsible life style and promotes the accomplishments of the team and individual members.

**QUALIFICATIONS:**

1. Hold a New Jersey instructional certificate, or a county substitute certificate. (N.J.A.C. 6:29-3.3 and 6:11-4.5)
2. Hold and maintain current first aid certification and CPR certification.
3. Show evidence of successful experience in the assigned sport and in working with students or with student athletes.
4. Have the ability to demonstrate the physical skills required of the sport, and be able to explain the rules and regulations governing the sport.
5. Have integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates enthusiasm and 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. Demonstrate aptitude and competence for assigned responsibilities.
9. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with
11. reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

**TERMS OF EMPLOYMENT:**

1. Work the length of the sports season, including recruitment and practices prior to, and championship contest and other events related to the sport following the regular season
2. Salary, or hourly wage, and benefits as per Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the assigned coach as required.
2. Provides a program of instruction and coaching to develop individual and team proficiency in the physical skills of the sport, physical conditioning, safety, injury prevention and management, the rules and strategies of the game, and the attitudes and values of discipline, personal responsibility, team cooperation, and good sportsmanship.
3. Advocates a healthy and responsible life style for all students and adults participating on or assisting

the team. Promotes the concepts of the effects of substances (e.g., alcohol, tobacco, controlled substances and ergogenic aids), total physical fitness, and healthy habits for a lifetime of vigorous living.

4. Displays at all times good sportsmanship, serving as a role model for students and adults of expected standards for behavior and attitudes. Demonstrates ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
5. Follows the Emergency Action Plan when necessary, stabilizing and assisting in the care of the injured.
6. Notifies supervisors immediately of any emergency, injury, or unusual event involving the team or team members.
7. Monitors and ensures the safety of the facility, fields, and all equipment used in the sport.
8. Attends all practices and contests, arriving on time and supervising students until all have left the practice or event.
9. Promotes the accomplishments of the team and individual members through the local press and school publications.
10. Communicates regularly with teachers and counselors of students to ensure that academic standards and behavior expectations are being met.
11. Completes in a timely fashion all necessary records and reports.
12. Attends meetings or workshops as required by the supervisor or the league.
13. Notifies immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
14. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
15. Adheres to New Jersey School Law, the policies, rules, regulations, and procedures of the State Board of Education, the New Jersey Interscholastic Athletic Association, the Board of Education, and the school, and contractual obligations.
16. Performs any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
17. All other duties as assigned by Superintendent.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.