



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: ASSISTANT COACH

QUALIFICATIONS:

Mandatory for employment as a coach, the applicant must have preparation in each of the following areas:

1. New Jersey Teaching certificate or County Substitute certificate.
2. Must authorize in writing a criminal background investigation
3. Must submit to and pass a Mantoux intradermal tuberculin test in accordance with N.J.A.C. 6:29-2.3
4. Must execute release of liability form
5. A course in Sports First Aid (for coaches with no coaching experience in a New Jersey high school prior to September 2006). Coaches will have one year from date of hire to complete course.
6. A course in Principles of Coaching (for coaches with no coaching experience in a New Jersey high school prior to September 2006). Coaches will have one year from date of hire to complete course.
7. A certificate of completion of a class in C.P.R.
8. A course, workshop or clinic in the specific sport, or one season of verified internship under an experienced head coach (head coaches only).

REPORTS TO:

Head Coach and through them to the Athletic Director, building Principal, and Superintendent.

MAJOR DUTIES & RESPOSIBILITIES:

1. Assist in the coordination of all Programs (6-12)
2. Maintains loyalty to Head Coach, participants, school, and overall program
3. Assists in developing plans for improving the program



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4. Carries out the duties assigned by the Head Coach
5. Attends all staff meetings, community affairs, and clinics deemed necessary
6. Carries out scouting responsibilities assigned by the Head Coach
7. Assists in developing an ongoing program of public relations
8. Assists in enforcing and maintaining team discipline policies
9. Assists the Head Coach in maintaining, collecting, and requisitioning equipment
10. Assists the Head Coach in maintaining up to date records
11. Keep abreast of all N.J.S.I.A.A. and Colonial Conference rules and regulations governing his/her sport.
12. Assist in developing rapport with parents and the community
13. Approach coaching duties in a positive way
14. Maintain a high degree of professional ethics
15. Assist the Head Coach in proper supervision of all participants in his charge
16. Discuss coaching and team problems with the Head Coach for proper solution
17. Make suggestions to the Head Coach for improvement of program
18. Starts practice as designated by Head Coach and in accordance with N.J.S.I.A.A. and Colonial Conference rules and regulations.
19. Attends related functions (Awards, Dinners, Pep Rallies, etc.)

TERMS OF EMPLOYMENT: Honorarium Agreement

BOE Approval Date:
BOE Review Date: