



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION:
SUMMER SPORTS CAMP PROGRAM
ASSISTANT ATHLETIC COACH**

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification, Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior experience or has participated in the sport to be coached (preferred).
3. Demonstrates organizational abilities, communications skills and skills in interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Supervisor of Athletics, Health and Physical Education K-12, or designee

JOB GOAL: To assist the Summer Sports Camp Head Athletic Coach in supporting each participating student/athlete in the Summer Sports Camp Program in achieving a higher level of skill, an enhanced appreciation for the values of discipline, teamwork and sportsmanship, and an increased level of self-esteem. To be dedicated to developing successful athletic teams, considering not only win/lose records but, especially, the overall purpose of achieving personal growth through athletic participation and competition.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Assists in coaching individual participants, small groups and the team, as appropriate, in the skills necessary for personal achievement in the sport.
 - b. Assists the coach in providing supervision of all students/athletes involved in the camps particular activity at all times of involvement and oversees penalties for violation of such standards as stipulated by NJSIAA rules, Board policy, school procedures and the Coaches' Handbook.

- c. Assists the coach in scheduling daily agenda items for the camp in cooperation with the Supervisor of Athletics, Health and Physical Education K-12, or designee..
- d. Assists the coach in submitting budget requests annually to the Supervisor of Athletics, Health and Physical Education K-12 in accordance with established timelines and guidelines.
- e. Assists the coach in recommending to the Supervisor of Athletics, Health and Physical Education K-12 the purchase of equipment, supplies and uniforms, as appropriate.
- f. Assists the coach in maintaining necessary attendance forms, eligibility records, team roster and similar paperwork and provides information to the Supervisor of Athletics, Health and Physical Education K-12, or designee as requested.
- g. Assists the coach in providing input to the Supervisor of Athletics, Health and Physical Education K-12, or designee concerning the safety conditions of the facility or area in which the assigned sport is conducted.
- h. Knows and implements established rules and policies including:
 - Specific rules governing the sport involved;
 - General rules/policies of NJSIAA and Shore Conference;
 - Guidelines contained in the Coaches' Handbook;
 - General policy & procedures of the school; and
 - Policy established by the Holmdel Township Board of Education.

2. Student Management

- a. Provides supervision of all students/athletes involved in the coach's particular activity at all times of involvement and oversees penalties for violation of such standards as stipulated by NJSIAA rules, Board policy, school procedures and the Coaches' Handbook.
- b. Complies with district policy which prohibits Student Athletic Assistants from being permitted, under any circumstances, to be left alone with any student/athlete.

3. Professional Development

- a. Keeps informed about the latest equipment, rules and coaching techniques in his/her field of sport.
- b. Participates in continuous study and research, and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.

- c. Provides direction and support to student coaches, as appropriate, in developing their coaching skills and activities.
4. School and Community Relations
- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents and community residents as appropriate.
 - b. Cooperates and shares professionally with other members of the staff, including but not limited to other coaches, assistant coaches and student coaches.
5. Other Assigned Duties

Performs such other tasks and assumes such other responsibilities as may be assigned by a Summer Sports Camp Coach, or the Supervisor of Athletics, Health and Physical Education K-12, or designee.

TERMS OF EMPLOYMENT: Salary to be established by the Holmdel Township Board of Education, and based upon enrollment of sports session.

EVALUATION: Performance of this job will be informally evaluated in writing.

SOURCE: Regular Board Meeting

DATE: November 17, 2010