



# NEW BRUNSWICK PUBLIC SCHOOLS

## JOB DESCRIPTION

### ATHLETIC COACH

#### REPORTS TO:

Athletic Director

#### SALARY GRADE:

As per NBEA contract

#### NATURE AND SCOPE OF JOB:

Sports coaches help children to realize their potential in a sporting discipline through the provision of instruction, advice and encouragement. He/she will provide theoretical and practical instruction in a specific sport and formulate a training plan.

#### JOB QUALIFICATIONS:

- Holds valid New Jersey teaching certificate or a substitute credential pursuant to NJAC 6A:9B-7

#### ESSENTIAL JOB FUNCTIONS:

- Responsible for the health, safety and welfare of all members of athletic team and coaching staff.
- Adheres to all school and N.J.S.I.A.A. rules and regulations.
- Adheres to the rules and regulations set forth in coaching manual.
- Holds daily practices, except when given permission by the A.D. to cancel practices.
- Department meets once a month as a total department with the A. D.
- Meets twice a month with the Athletic Director on a weekly basis.
- Head coaches will meet with the Athletic Director on a weekly basis.
- Develops and institutes Saturday clinics and workshops for the lower schools K-8.
- Collaborate with city programs to create feeder system.
- Participates in all assemblies as they apply to Athletics.
- Recruits players for sport and helps develop athletes for other sports.
- Communicates in writing all requests to the Supervisor of Physical Education, Health and Wellness and Principal.
- Coaches are required to work for any school sponsored event.
- Coaches must report to practice and games at least 15 minutes before and must not leave until equipment is secured and all athletes have left the building (Lockers must be supervised).
- All coaches must travel on transportation provided by the Board of Education with their team.
- Responsible for all equipment.
- Must be present for all physicals and when equipment is being issued and collected.

#### OTHER DUTIES:

- Any other duties as assigned.

#### WORK ENVIRONMENT:

Often work in the evenings and weekends. Depending on sport, may spend most time outside in all weather conditions.

DATE REVISED: 3/26/2019



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### PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS:

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 the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English and Spanish (preferred), using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Ability to work outdoors during outdoor student activities.

The Work Hazards 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. 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.

While performing the duties of this job, the employee is regularly required to talk or hear. This would require the ability to lift equipment or other sport related items, as necessary.

New Brunswick Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, New Brunswick Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.