

**PLEASANTVILLE PUBLIC SCHOOLS  
PLEASANTVILLE, NEW JERSEY  
JOB DESCRIPTION**

**EXTRACURRICULAR ACTIVITIES**

---

**TITLE: ATHLETIC COACH**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate or eligibility or County Substitute Certificate
2. Minimum experience as determined by the board
3. Demonstrated knowledge of the sport, sports training and conditioning, injury prevention and management and the principles of human growth and development
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. Have the ability to read and write.
6. Be in good physical health and have the ability to perform assigned duties.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Strong communication and interpersonal skills
11. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
12. 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.
13. 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.
14. 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.
15. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** Principal or designated Administrator

**JOB GOAL:** To provide leadership in the development and improvement of the sport program by developing athletes' knowledge, skills, sportsmanship, and motivation to excel.

**PERFORMANCE RESPONSIBILITIES:**

1. Coach individual participants in the skills necessary for success in the sport involved.
2. Assumes responsibility for team members under his/her supervision; promotes good sportsmanship and enforces all rules and regulations.
3. Complies with board-adopted emergency medical procedures for all practice sessions and competitive levels.
4. Assumes responsibility for the selection of team members and verifies their eligibility according to established physical and academic requirements of eligibility for participation in each sport;

## ATHLETIC COACH (continued)

5. Plans and schedules a regular program of practice in season and attends all contests of the assigned sport.
6. Oversees the safety conditions of the facility or area in which the assigned sport is conducted at all times that students are present.
7. Assumes responsibility for all team equipment during practice and contests and assists in the distribution and collection of athletic gear
8. Assists the athletic director in making arrangements for athletic competitions and related transportation.
9. Recommends the purchase of equipment, supplies and uniforms as appropriate.
10. Obtains written parent permission for students to participate and files team member records with the athletic director.
11. Assists the athletic director in the preparation and administration of the athletic program budget; prepares a budget for the assigned sport. Upholds and enforces school rules, administrative regulations and board policy and all NJSIAA rules and regulations governing sports.
12. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

### 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 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, 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.

### 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

### Other

1. May be required to wear a standard uniform selected by the district for security purposes.
2. Performs related duties as assigned.

**TERMS OF EMPLOYMENT:** Part-time employee, salary and work year as set by the BOE.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

ATHLETIC COACH (continued)

Approved by: Pleasantville BOE

Date: October 13, 2015

Revised:

**LEGAL REFERENCES:**

<u>N.J.S.A. 2A:62A-6</u>	Athletic officials; immunity
<u>N.J.S.A. 5:17</u>	Athletic code of conduct, permitted, youth sports events defined
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27-1</u>	Appointment of teaching staff members; vote required
<u>N.J.S.A. 18A:27-2</u>	Employment without certificate prohibited
<u>N.J.S.A. 18A:27-4</u>	Power of boards of education to make rules governing employment of teacher, etc.; employment there under
<u>N.J.A.C. 6A:7</u>	Managing equality and equity in education
<u>N.J.A.C. 6A:9B</u>	State board of examiners and certification
<u>See particularly:</u>	
<u>N.J.A.C. 6A:9B-5.18</u>	Athletics personnel
<u>N.J.A.C. 6A-16</u>	Programs to support student development
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-9</u>	Athletic Procedures

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Krupp v. Bd. of Ed. of the Union County Reg. H.S. District #1, 278 N.J. Super. 31 (App. Div. 1994)

McLouglin V. Bd. of Ed. of the Twp. of Middletown, 96 N.J.A.R. 2d. (EDU) 466, aff'd St. Bd. 97 N.J.A.R. 2d (EDU) 250