

# Job Description

**Board of Education  
Woodbridge Township**

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Title: **Assistant Coach**

Function: Work under the direction of the Head Coach in coaching the members of the assigned team.

Reports to: Head Coach

Duties, responsibilities, and authorities:

A. Duties:

1. Assist in equipment issue and collections.
2. Teach skills under the directions of the Head Coach.
3. Study films, play books, and scouting reports and inform Head Coach of findings.
4. Scout other teams as assigned by the Head Coach.
5. Alternate with head coach in "locking up."
6. Make recommendations related to individual player development and progress.
7. Notify Head Coach of all injuries.
8. Draw up practice plans as Head Coach requests.
9. Review the season with the athletic director at year end interview.

B. Experience/Background:

1. Must possess a New Jersey Teacher's Certificate and be employed by the school district, or be approved by the county for work in the district.
2. Have a sound and fundamental knowledge of the assigned sports activity.
3. Know the rules and regulations governing the sports activity.
4. Be aware of and follow the policies and goals of the school and the district as they relate to sports activities.

C. Personal qualifications:

1. Must be able to perform assigned tasks.
  2. Must be mature and possess integrity.
  3. Must be able to work successfully with pupils, other staff, and administrators.
  4. Must have the ability to communicate effectively with members of the community.
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