

ROCHELLE PARK BOARD OF EDUCATION

JOB DESCRIPTION

TITLE: Assistant Interscholastic Softball Coach

QUALIFICATIONS:

1. Valid New Jersey Instructional Certification and/or valid Bergen County Substitute Certificate
2. Demonstrated knowledge of effective coaching methods and developmentally appropriate physical skills, drills, and activities
3. Ability to maintain a positive and constructive rapport with members of the school community, including student athletes, parents, and representatives of athletic programs from other schools with which the team competes
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Baseball Coach, Principal

SUPERVISES: Pupils

JOB GOAL: To assist in providing guidance and instruction for students learning the skills and abilities involved in playing softball, and to promote good sportsmanship, cooperation, fair play, an appreciation for the rules of the game, as well as healthy competition among student athletes.

PERFORMANCE RESPONSIBILITIES:

1. Assists in scheduling practices and games, as well as any other meetings necessary for the operation of the program, and submits a schedule to the principal before the season begins
2. Assists in maintaining an accurate roster of students who participate in the program, and in taking attendance at each meeting
3. Serves as a resource whenever information is required about the program

- 4. Collaborates with the softball coach and other personnel to schedule use of shared spaces like the gym or other such school facilities, and assist in working with representatives of the athletic programs in other schools to schedule interscholastic games**
- 5. Assists in providing instruction for students with regard to the skills, abilities, and behaviors necessary to participate productively in a team sport**
- 6. Models qualities of good sportsmanship, cooperation, fair play, conflict resolution, and guides students in developing these skills**
- 7. Holds student accountable to positive behavioral expectations, the rules of the game, and all applicable rules and policies set forth by the school and the Rochelle Park Board of Education**
- 8. Communicates with the softball coach, administration and parents about students in the program when student's conduct necessitates such contact (i.e. disciplinary infractions, behavior that could result in harm to self or others, etc.)**
- 9. Supervises students for the duration of scheduled activities, and ensures that they are supervised until such time as they are picked up or walk home**
- 10. Implements all policies and procedure of eh Rochelle Park Board of Education**

TERMS OF EMPLOYMENT: Salary as defined by contract, work year to include meetings no less than three times weekly beginning March and ending in June unless otherwise agreed upon prior to the meeting schedule being developed.