

**CUMBERLAND REGIONAL SCHOOL
DISTRICT SEABROOK, NEW JERSEY**

JOB DESCRIPTION

ASSISTANT TO THE ATHLETIC SUPERVISOR/ATHLETIC TRAINER (11-Month)

QUALIFICATIONS

1. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
2. New Jersey Athletic Trainer Certificate.

REPORTS TO

Athletic Supervisor, High School Principal.

JOB GOAL

Assist the Athletic Supervisor in organizing and supervising athletic activities and to assist in the daily operation of the school. Handles all activities in coordination with the Principal or his designee. Provide athletic training services for student athletes and coaches.

PERFORMANCE RESPONSIBILITIES

These responsibilities are similar to that of the athletic supervisor. The purpose of this position is to assist the supervisor in the efficient running of the athletic and activities programs.

A. Athletic Training Services

1. Supervises the operation of the training room and maintenance of all training room equipment.
2. Recommends and assists in fitting protective equipment for the athletes for safety and the prevention of injuries.
3. Under the supervision of the team physician, treats and implements rehabilitation programs for injured athletes.
4. Maintains current and accurate injury reports including participation status of injured athletes.
5. Under supervision of the team physician, develops out-of-school programs for injured athletes.
6. Assists the Supervisor of Athletics and coaching staff in the selection of equipment.
7. Reports and recommends correction of hazardous conditions.
8. Assists coaches in the design of conditioning programs.
9. Competently applies protective taping, wrappings, and dressings as necessary.
10. Recommends and requests adequate supplies of expendable and non-expendable items needed to conduct training functions.
11. Is generally well-informed in the physiology of exercise and confers with coaches on that topic as it relates to specific sports.
12. Is competent in first-aid techniques.
13. Maintains adequate first-aid supplies and equipment and sees that as to the location of important emergency first-aid items for their use in the absence of the trainer.
14. Maintains a complete daily log of all care rendered.
15. Is prepared to make an immediate recommendation on the playing status of an injured athlete.
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18. Maintains contact with referring or consulting physicians and conducts rehabilitation programs according to their prescriptions.
19. Maintains logs on each treated player and records all treatment and progress.

20. Serves as health advisor to coaches.
21. Encourages good health habits in matters related to diets, personal hygiene, drugs, and personal fitness.
22. In the event of any injury, is responsible for administering first-aid immediately and recommending and arranging emergency professional medical care without delay.
23. Conducts in-service training for coaches in terms of first-aid and injury prevention.

B. Clubs

1. Secures dates from club and activity sponsors and reserves appropriate facilities for high school activities.
2. Provides a full-year calendar to secretary in the main office to be used by high school staff in planning
3. Advises sponsors of any conflicts or problems with facilities or other events.
4. Maintains a list of all BOE approved Clubs.
5. Oversees the application process of all new clubs
6. Assist Athletic Supervisor with the Leadership Summit.

C. Activities

1. Plans and revises (on a yearly basis) an Activity booklet.
2. Handles all materials pertaining to club sponsorships (i.e. forms, purchase orders, field trips, etc.).
3. Considers recommendations from advisors in planning the future of the program.

D. Homecoming and Prom

1. Advises activity sponsors of Board of Education policies and current S.O.P.
2. Provides organizational advisors sponsoring Homecoming & Orientation as to their responsibilities.
3. Establishes a calendar for planning and preparing arrangements with the class advisor for the Prom.
4. Informs advisors of Board of Education actions pertaining to their organizations/clubs.

E. Activity Credit Account

1. Maintains a running account of the budget accounts for student activity programs.
2. Assists class advisors in maintaining a record of all fund-raising activities.

F. Prepares and Manages Annual Budget

1. Budgets adequate monies to purchase activity and club supplies, materials and memberships.
2. Helps Athletic Supervisor provide administration with written budget according to established procedures.
3. Surveys advisors to determine budgetary needs.
4. Meets with vice principal to review proposed budget.

G. Staff Surveys

1. Surveys staff members to determine interest in club sponsorships.
2. Surveys staff members to determine interest in activity and/or organizational advisorships.

H. Coordinates Building Use Requests

1. Advises superintendent's office of building usage upon request.
2. Maintains a file of all building requests.

3. Coordinates planning of building usage with outside organizations when requested.
4. Provides Principal with a copy of all approved building usage requests.
5. Informs appropriate advisors of requested services (stage crew, lighting, etc.) from outside organizations.

I. Pictures

1. Organize picture day with photography company.
2. Assists yearbook advisors in scheduling senior portraits.

J. Calendar of Events

1. Establishes a calendar of events pertaining to student elections along with the Student Council Advisor.
2. Coordinates (with class and Student Council advisors) yearly elections.

K. Fundraising Activities

1. Establishes dates for all fund-raising activities sponsored by high school organizations.

L. Graduation

1. Oversees the overall graduation process.
2. Holds meeting with appropriate personnel working on graduation.
3. Budgets and requisitions materials required for graduation.
4. Oversees the programs for Commencement.
5. Coordinates all graduation rehearsals and programs with appropriate staff members.
6. Distributes tickets to graduates, guests, etc.

M. Homecoming

1. Coordinates with sponsoring organization responsibilities and preparations.
2. Coordinates date for Homecoming with Athletic Supervisor.
3. Aides in the coordination of Spirit Week Activities.

N. Assemblies/Class Meetings

1. Advises staff of assemblies and class meetings.
2. Coordinates dates for pep rallies, and athletic award presentations with Athletic Supervisor.

O. Athletic Performance Responsibilities

1. Be responsible to the principal for all matters involving interscholastic athletics.
2. Represent the school at athletic meetings when assigned by the administration in Athletic Supervisor's absence.
3. Help the Athletic Supervisor to prepare a budget each year to cover the required expenditures necessary to the total interscholastic athletic program, submit to principal for approval.
4. Assist in the submission of requisitions for all athletic equipment and supplies and preparing any bid specifications as needed.
5. Assist with the athletic purchase orders during the school year as needed.
6. Support the Athletic Supervisor to supervise all financial transactions regarding the athletic program. Work with the Student Activities Account Manager to:
 - a) Provide numbered tickets and an adequate cash box for all home athletic events where tickets are sold.
 - b) Be responsible for the safe storage of all proceeds.
 - c) Prepare all checks for payment of officials, security, and other personnel. Provide a numbered voucher explaining the expenditure for each check drawn. File all requests, reports and forms in a timely manner.

- d) Request revenue to sustain program from the school business administrator 10 days prior to any regular board meeting.
- e) Maintain accurate financial records of all aspects of the athletic program and file monthly reports to the principal and the school business administrator for approval.
- f) Prepare all vouchers, game receipts, and books in June for the yearly audit.
- g) Arrange for all necessary security for home athletic contests.

P. Assist in the collection, distribution, and storage of all athletic equipment including:

- 1. Secure approval for and coordinate all activities with the administration.
- 2. File all reports, requests, records and forms in a timely manner.
- 3. Maintain an accurate inventory of all athletic equipment and file a report by June 30th of each year, to building principal.
- 4. Plan, coordinate, and supervise the distribution and collection of all athletic equipment.
- 5. Cooperate with athletic coaches in any matter related to the athletic equipment.
- 6. File a written report on equipment issued and collected for each sport to the principal for approval.
- 7. Be responsible for the safe storage of all athletic equipment.
- 8. Be aware of student safety and health and take all reasonable steps to provide for safe student use of equipment.
- 9. Be available to instruct the athletes in the proper manner of daily care of the equipment.

Q. Hold regular professional meetings with members of the coaching staff to review standards and specialized procedures

- 1. Carefully supervise the length, type, and time of all practices on varsity and sub-varsity levels.
- 2. Make specific recommendations to coaches when in the athletic supervisor's judgment, changes are essential.

R. Other Duties

- 1. Assist with the arrangement of schedules for all athletic contests of the high school and file contracts in the athletic supervisor's office.
- 2. Helps contract for all home game officials and have checks set to pay officials.
- 3. Assist in the development of varsity, JV and freshman programs.
- 4. Attend all games, meets, and contests, both at home and away events as authorized by the building principal and/or superintendent of schools.
- 5. Work with the principal to organize pep rallies.
- 6. Arrange, along with the Athletic Supervisor, with the school nurse and school physician for all athletes to have medical exams.
- 7. Assist in interviewing applicants and recommend to the principal the most qualified persons available for coaching positions.
- 8. Contact and secure the rescue squad to be on call at all home contests and to provide a unit at all home football games.
- 9. Schedule and coordinate the use of our athletic facilities during the year and in the summer for all district and board approved events.
- 10. Secure sites in sports where the school district cannot provide proper facilities (i.e. Tennis).
- 11. Schedule all Meet the Coaches Nights prior to the beginning of the individual season.
- 12. Plan and meet, along with the Athletic Supervisor, with athletes prior to season

to discuss athletic expectations and sportsmanship.

13. Perform any other related activities as directed by the principal or Athletic Supervisor.

TERMS OF EMPLOYMENT

Eleven month position (includes 20 days in July and/or August)

EVALUATION

Performance of the job will be evaluated by the building principal and/or his designee.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 12, 2009**
AMENDED: **October 28, 2010**
AMENDED: **July 24, 2014**
AMENDED: **April 27, 2017**