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| Book | Policy Manual |
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| Title | EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES |
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3120.08 - **EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Employment of coaches shall be consistent with WIAA rules and guidelines.

~~[]~~As openings occur they shall be noticed in appropriate locations. **[END OF OPTIONAL PARAGRAPH]**

~~[]~~Applications for co-curricular/extra-curricular activities will be made in writing to the ~~()~~Activities/Athletic Director~~()~~ _____ . **[END OF OPTIONAL PARAGRAPH]**

~~[]~~The Activities/Athletic Director will vet the candidates and conduct interviews which will include another member of the Administration. **[END OF OPTIONAL PARAGRAPH]**

[Drafting Note: Select either Option #1 or Option #2]

Option #1

~~[]~~ The District Administrator shall make a recommendation to the Board for approval.

Option #2

~~[]~~ The District Administrator or designee is responsible for making employment decisions for co-curricular/extra-curricular positions. **END OF OPTIONS]**

The District Administrator/Superintendent or designee is responsible for making employment decisions for co-curricular/extra-curricular positions. The Board authorizes the Superintendent to recommend candidates for employment by the Board.

The Superintendent shall establish administrative guidelines to ensure that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs a co-curricular contract which that includes the conditions of employment, compensation arrangements, and contract termination procedures which shall normally allow for termination at will. Any such appointment may be terminated by ~~()~~the District Administrator/Superintendent ~~()~~the Board **[END OF OPTION]** for any reason that is not arbitrary or capricious. There must also be verification that a satisfactory background check has been conducted by the District through appropriate State agencies or other applicable means.

Coaching contracts shall be issued for each coaching assignment and may only cover the period of one season of that assignment. Coaching duties accepted by a member of the teaching or administrative staff shall not be incorporated into the staff member's regular teaching/administrative contract. There shall be no guarantee or reasonable expectation that a coach will receive an offer to coach in the same position the following school year. Compensation for coaching duties shall be determined by the Board. Nonrenewal procedures are not applicable to coaching/advising assignments.

Any coach not offered a contract to perform similar coaching duties in any subsequent year may not pursue a grievance through the District grievance Policy 3340 – Grievance Procedure or Policy 4340 – Grievance Procedure..

