

# Coach Vacancy & Hiring Procedures:

Effective: 9/6/2018

Positions will be considered vacant and posted when a coach:

- Resigns or chooses not to return
- Is non-renewed (based upon poor evaluation{s})
- Is dismissed (based upon misconduct)

When a position becomes vacant, the following procedures will be followed.

- Advertise / Post the vacancy:
  - Post internally (within the SHS & coaching staff) by AD within the BSU by AD, AND externally (may include: Times Argus / The World / SchoolSpring) by HR
- Athletic Director reviews applications & selects those to be interviewed (and determines that the applicant has not signed a contract with another district).
- A committee is formed:
  - Athletic Director
  - A student-athlete (sophomore or junior from the sport; varsity participant)
  - An administrator (or designee)
  - (May include) Coach from same sport
- Interviews
- Athletic Director checks references
  - Contacts candidate of recommendation for hire
- Athletic Director completes Status Notification Form and submits to the BSU. Documents submitted will include :
  - School Spring Application
  - Reference Checks
  - Letters of Recommendation
- Coach is offered a contract by the superintendent's office.