

Hiring for Non-Athletic Assignments (Club and Class Advisors)

Vacancies for school non-athletic assignments (advisor positions) will be announced by the building principal(s) and posted throughout the school district as the need arises. Such positions will be advertised (posted) within the schools for a period of five (5) days prior to seeking non-school employees to fill the specific position.

Individuals interested in assuming the responsibility of a co-curricular assignment as defined by the building principal will notify the principal in writing of his/her interest and qualifications for that vacancy.

Vacancies that occur during the summer which must be filled prior to the opening of school shall be posted on the District's website. Individuals may also submit letters of interest for specific positions to the appropriate building principal in advance of the summer break.

The principal, after review of all interested applicants, will bring the name of the recommended applicant before the superintendent for approval of that assignment.

Contracts will be offered to the respective individuals prior to the beginning of the academic year, club season or activity. Every attempt shall be made to fill vacancies at the earliest possible convenience.

Each advisor will be evaluated each year by the building principal or the principal's designee.

If an offered contract is not returned signed within fifteen (15) days of issuance, or if the contract is altered, the position will be considered vacant.

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