

GBBM1. Requirements for Coaches and Extra-Curricular Activity Advisors

The primary purpose of extracurricular duties in the Mineral County School District is to provide supervision of students while promoting the physical, mental, social and moral well-being of the students. It is hoped that all employees in our schools will be a positive force in preparing youth for an enriching and vital role in American life.

Extracurricular duties are an important and integral part of the total school program and are open to participation by all employees. However, extracurricular assignments should not unduly reduce the time given to the employee's primary job responsibilities, which are teaching.

Athletic coaching and extracurricular activities positions must be posted in accordance with District hiring practices. Positions not filled by District employees will then be opened to all qualified **outside** applicants.

Applicants for coaching positions in the district will be selected first in the following order:

Certified applicants currently employed by the district for coaching positions with special endorsements in field of vacancy will be considered first.

Certified applicants currently employed by the district for coaching with special endorsements with past coaching experience in the field of vacancy will be considered next.

All currently certified applicants with coaching experience in any field shall be considered next.

Any currently employed certified applicant will be considered first for the position before non-certified applicants from outside of the district.

The district reserves the right to determine teacher load and impact on the classroom. Extra duty assignments are dependent upon ability and prior satisfactory evaluations.

All new applicants must submit a letter of interest and a resume of knowledge and experience for the position ***to the MCSD Human Resource Director, who will offer copies*** to the athletic director and principal of the site.

The site administrator, in consultation with the athletic director and/or the activities director, will develop a list of criteria used when interviewing the candidate(s) for coaching or extracurricular assignment. The criteria will include:

- Technical knowledge of coaching/advising and the sport/activity.
- Experience with coaching/advising in general and coaching/advising the sport/activity.
- Ability to work collaboratively with others.
- Ability to discipline in a positive manner.
- Current educational level in regards to the sport/activity.
- Number of current coaching/advising extracurricular assignments.
- Complete all NIAA coaching education classes prior to assuming coaching activities, ***including, as of 8-20-2016: a. First Aid; b. Coaching Principles; c. current CPR; and, d. Concussion.***

The site administrator and athletic director and/or activity advisor will interview each new candidate using a set of questions that have been developed from the current job description and the above listed criteria. After interviewing, the site administrator, in consultation with the athletic director and/or activity advisor will make a recommendation to the superintendent.

Normally, coaches will be allowed to fill three positions per year.

Non-**employee** applicants will undergo fingerprinting procedures and background checks.

Non-certified employees of the District who volunteer for an extracurricular activity must take steps to ensure that this activity does not interfere with their regular job duties. If an extracurricular activity does interfere then the non-certified employee must take annual leave or leave without pay.

When an individual is assigned **an** extracurricular activity as a part of his/her normal workday then they will not be entitled to an additional stipend (i.e. teaching the activity as an assigned class). He/she will only be entitled to his/her normal working wage.

All coaching and extracurricular activity staff will have completed **(and maintain a current) CPR certificate, and complete NIAA mandated First Aid, Coaching Principles, and Concussion classes before beginning team practice for an upcoming season. All four mandated certifications must be current and completed before a MCSD coach (high school or jr. high) may begin team practice for an upcoming sport.** It is the responsibility of the individuals to complete these required classes. **It is the responsibility of the athletic director and site principal to check that all certifications are current and complete at the beginning of each school year.** Upon successful completion of these classes the individual may apply for reimbursement from the school.

All head coaches will be evaluated by the athletic director following the sport season with copies of all evaluations forwarded to the principal and the superintendent for review and placement in personnel files.

All activity advisors will be evaluated by the activities director following the activity season with copies of all evaluations forwarded to the principal and the superintendent for review and placement in personnel files. Unsatisfactory evaluations will be cause for termination from the coaching position **or activity advisor position.**

All assistant coaches and assistant activities advisors will be evaluated by the head coaches or head activity advisor following the sport or activity season with copies of all evaluations forwarded to the principal and the superintendent for review and placement in personnel files.

All coaches and extracurricular advisors are officially hired by the superintendent based on recommendations made by the site administrator.

Coaching and extracurricular contract assignments are issued annually and paid in addition to the basic teaching contract or classified work assignment.

Individuals with a coaching or extracurricular contracted assignment will be compensated at the rate established for each position in the certified negotiated agreement. The additional compensation is not used for calculations for retirement purposes. Individuals receiving special contract will receive the rate established for the assignment.

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After a satisfactory evaluation, current coaches must request in writing that they wish to continue coaching in their current position by May 10. The site administrator will submit a list of returning coaches, activity advisors, assistant coaches and activity advisors and their positions for the next school year by the end of the current school year for superintendents' approval by May 31. Unfilled or unassigned coaching and extracurricular positions will then be posted for the upcoming school year.

The superintendent may make, modify, and terminate assignment involving additional pay for extra duty when it is determined to be in the best interest of the District.

END OF POLICY

Legal Reference: