

PROCEDURE: Hiring for Co-Curricular (Including Athletic) Assignments

Vacancies for school co-curricular and athletic assignments (coaching positions) will be announced by the building principal(s) and posted throughout the school district as the need arises. Such positions will be accessible to staff via the Inter-Lakes school website and advertised 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 or athletic assignment as defined by the building principal or his/her designee will notify the principal in writing of his/her interest and qualifications for that position.

The principal, after reviewing all interested applicants, will bring the name of the recommended applicant before the Human Resources Coordinator, who will seek Superintendent approval.

Contracts will be offered to the respective individuals prior to the beginning of the academic year or the athletic team's scheduled season of competition whenever possible. Every attempt shall be made to fill vacancies at the earliest possible convenience.

Coaches will be evaluated each year by the Athletic Director.

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.