

These procedures are for assigning all Athletics coaches and coordinators at the beginning of the school year as well as assigning and modifying throughout the fiscal year. These designations are for employees who will be accepting a coaching assignment(s) and receiving a coaching stipend(s).

This process no longer requires Coaching Assignments to be submitted to the Department of Athletics via email. All assignments should be processed through Oracle. For additional guidelines and details the on coaching designations process, please reference the Athletics Supplemental Earnings Guidebook.

Steps 1-3 are for the Athletic Coordinator to initiate each submission. Steps

Step 1 - Gather and Review Assignments

Complete the High/Middle School Coaching Staff Summary to gather your coaching information. This will prepare you for completing your roster, identifying vacancies and submitting coaches in Oracle in an organized and efficient manner.

You will need your employee ID's to determine if they are sitting in a valid teacher certified position. Reminder, Neither School Monitors nor Teacher Assistants can be designated as coaches. Support positions cannot receive stipends. Therefore, they are currently not in a valid teacher certified position. Please work with your Principal and HCM representative on their assignment.

Use the check boxes to the right of the employee name to log information. The font is different, lower case **a** will give you a check mark. Use this column to indicate Dual contract employees, indicate when you have submitted a coach in oracle and to indicate if this coach is not working at your campus. This information along with vacancies will be crucial to our department.

The template has all campus allocations listed. If you are requesting additional coaching assignments, you need to get pre-approval from your Assistant Athletic Director over that sport prior to submitting through Oracle. Once approved, you can add those names and assignments to the green area below. You are now exceeding your budget and coaching allocations.

If the template is not working correctly, please contact the Business Assistant Athletic Director.

Step 2 – Designating (Adding) a Coach or Coordinator

Follow the **Coach Designation Steps – How to Add a Coaches or Coordinator-AC or Principal** step by step procedures to select all your coaches.

For August submissions, the effective date should be the first teacher contract day. After August, the effective date should be the first day of coaching. There should not be any back dating since coaches should be approved prior to coaching.

Step 3 – Principal Approval

Follow the **Coach Designation Steps – How to Approve your Coaching Designation(s)-Principals** step by step procedures on how to review and approve submitted coaching designations.

Procedures for Assigning and Modifying Coaching Designations

Step 4 – Coach/Coordinator Acceptance

Follow the **Coach Designation Steps – How to Accept your Coaching Designation(s) – Coach** step by step procedures to accept your coaching assignment and the Athletic Coach Agreement.

Once these steps are completed, the process continues to the Department of Athletics. For additional guidelines and details the on coaching designations process, please reference the Athletics Supplemental Earnings Guidebook. Any questions should be sent to NotifyAthleics@dallasisd.org.

If during the year, modifications are needed to a coach's designations, follow Steps 6a or 6b.

Step 5 – Review Coaching Assignments

Follow the **Coach Designation Steps – How to Run Reports – AC or Principal** step by step procedures to run a report summary. Here you can review all your coaching selections. You can also use this step to see the status of your requests.

Step 6a – Promote/Demote/Replace

Follow the Coach Designation Steps – **How to Promote, Demote or Replace a Coach – AC or Principal** step by step procedures to modify a previously final approved coaching designation. These steps can only be completed if the original coaching designation has completed the final process. If the coaching designation is still in the approval phases, contact the Athletic Office immediately before proceeding. For additional guidelines and details the on coaching designations process, please reference the Athletics Supplemental Earnings Guidebook. Any questions should be sent to NotifyAthleics@dallasisd.org.

Step 6b – Removing a Coach/Coordinator – Stop Stipend – Create Vacancy

Follow the Coach Designation Steps – **How to Remove a Coach or Coordinator – AC or Principal** step by step procedures to modify a previously final approved coaching designation. These steps can only be completed if the original coaching designation has completed the final process. If the coaching designation is still in the approval phases, contact the Athletic Office immediately before proceeding. For additional guidelines and details the on coaching designations process, please reference the Athletics Supplemental Earnings Guidebook. Any questions should be sent to NotifyAthleics@dallasisd.org.