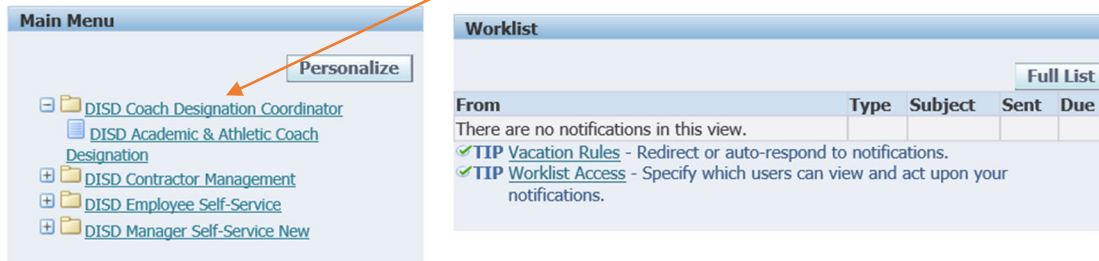
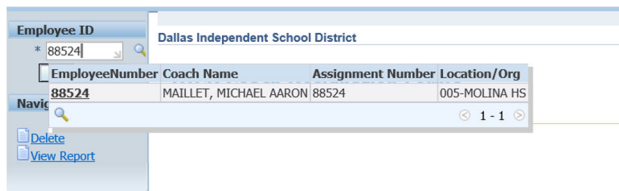


These are step-by-step procedures for modifying a designation during the school year. This process will allow the Athletic Coordinator [or Principal] to either promote a coach from Assistant to Head or Coordinator, demote from Head or Coordinator to Assistant, or replace a coach with another coach. There will be situations in which multiple actions need to take place. Please contact the Department of Athletics prior to attempting complex modifications. All others should follow these steps. For detailed understanding of the full process, please reference the Athletics Supplemental Earnings Guidebook. Any questions should be sent to NotifyAthletics@Dallasisd.org.

Log into Oracle – Go to DISD Coach Designation Coordinator responsibility



Enter Employee ID and patiently wait for employee name to pull up. Click on bold employee number then hit **GO**.



If Employee ID does not pull up a name, check number. If name still does not pull up, check the employee status or job code. Only teacher certified employees sitting in teacher job codes are allowed to be selected. Contact your principal and work with your HCM representative on their status. The employee should not be coaching until that is resolved.

Once employee is selected, verify data. Select Principal Name of campus in which the coach/coordinator will be coaching. Hit the magnifying glass to pull correct name. Enter Principal's last name in all caps, then hit **GO**. Hit Quick Select when Principal is identified.



This will properly select the right Principal without errors.

PROMOTING A COACH

Select **Promotion** then click **Continue**.

Employee and Supervisor Details

Employee Name: MAILLET, MICHAEL AARON	Supervisor Name: RODRIGUEZ, TERRY-ANN LOUISE
Employee ID: 88524	Supervisor Phone: (972) 502-1002
Assignment #: 88524	Supervisor Email: TERRODRIGUEZ@dallasisd.org
Email Address: MMAILLET@dallasisd.org	
Location: 005-MOLINA HS	
Organization Name: MOLINA HIGH SCHOOL	
Date Of Birth: 28-Aug-1989	

Principal Selection

* Principal Name: [RODRIGUEZ, TERRY-ANN LO] 🔍

Coach Designation

- * Designating New Athletics Coach
- * Replace/Update Athletics Coach
- * Promotion
- * Demotion

Click **OK** to Continue.

Continue Coach Designation

Click OK to continue designation or CANCEL to return

Update the END DATE for the current assignment in the **Effective End Date** field using the calendar button. This should be the day before the promotion. If the season has not started, enter the teacher contract report to work date. If the coach gets promoted during the season, you must enter the day PRIOR to the promotion date.

Click **Add Row** to add the promoted assignment. Enter the Effective Start Date. If the season has not started, the Effective Date should be the date AFTER the teacher contract report to work date. If the coach gets promoted during the season, you must enter their actual promotion date. Select the promoted assignment by using the magnifying glass to Quick Select the new title. Enter **100%**.

NOTE – The start date of new assignment cannot be before the end date of the assignment being removed. Click **Continue** then click **Submit**.

Coach Designation Details

Employee ID	Full Name	Assignment #	Email Address	Effective Start Date	Effective End Date	Event/Program	Percent (%)	Add	Delete Row
88524	MAILLET, MICHAEL AARON	88524	MMAILLET@dallasisd.org	08-Aug-2019	08-Aug-2019	HS BASEBALL ASST/JV/ FR	100		
88524	MAILLET, MICHAEL AARON	88524	MMAILLET@dallasisd.org	09-Aug-2019		HS BASEBALL HEAD	100		

✔ **TIP** You cannot Update or Delete the existing Coach details using this screen. You can only add a Coach.

✔ **TIP** To Delete any coach information, you need goto Delete screen from the main menu.

DEMOTING A COACH

Select **Demotion** then click **Continue**.

Employee and Supervisor Details

Employee Name: DUFFEY, KATINA C	Supervisor Name: CAMPBELL, JASEN M
Employee ID: 75739	Supervisor Phone: (972) 925-2934
Assignment #: 75739	Supervisor Email: JCampbell@dallasisd.org
Email Address: KDUFFEY@dallasisd.org	
Location: 380-WIL-HUT HIGH	
Organization Name: WILMER HUTCHINS HIGH SCHOOL	
Date Of Birth: 12-Jul-1983	

Principal Selection

* Principal Name:

Coach Designation

- * Designating New Athletics Coach
- * Replace/Update Athletics Coach
- * Promotion
- * Demotion

Click **OK** to Continue.

Continue Coach Designation

Click OK to continue designation or CANCEL to return

Update the END DATE for the current assignment in the **Effective End Date** field using the calendar button. This should be the day before the demotion. If the season has not started, enter the teacher contract report to work date. If the coach gets demoted during the season, you must enter the day PRIOR to the demotion date.

Click **Add Row** to add the demoted assignment. Enter the Effective Start Date. If the season has not started, the Effective Date should be the date AFTER the teacher contract report to work date. If the coach gets demoted during the season, you must enter their actual demotion date. Select the demoted assignment by using the magnifying glass to Quick Select the new title. Enter **100%**.

NOTE – The start date of new assignment cannot be before the end date of the assignment being removed. Click **Continue** then click **Submit**.

Coach Designation Details

Employee ID	Full Name	Assignment #	Email Address	Effective Start Date	Effective End Date	Event/Program	Percent(%)	Delete	Add Row
75739	DUFFEY, KATINA C	75739	KDUFFEY@dallasisd.org	20-Aug-2018	11-Sep-2019	HS VOLLEYBALL HEAD	100		
75739	DUFFEY, KATINA C	75739	KDUFFEY@dallasisd.org	12-Sep-2019		HS VOLLEYBALL ASST/J	100		

- TIP** You cannot Update or Delete the existing Coach details using this screen. You can only add a Coach.
- TIP** To Delete any coach information, you need goto Delete screen from the main menu.

Coach Designations – How to Promote, Delete or Replace a Coach

REPLACING A COACH WITH A DIFFERENT COACH

Select **Replace/Update Athletics Coach** then click **Continue**.

Employee and Supervisor Details

Employee Name	MAILLET, MICHAEL AARON	Supervisor Name	RODRIGUEZ, TERRY-ANN LOUISE
Employee ID	88524	Supervisor Phone	(972) 502-1002
Assignment #	88524	Supervisor Email	TERRODRIGUEZ@dallasisd.org
Email Address	MMAILLET@dallasisd.org		
Location	005-MOLINA HS		
Organization Name	MOLINA HIGH SCHOOL		
Date Of Birth	28-Aug-1989		

Principal Selection

* Principal Name:

Coach Designation

- Designating New Athletics Coach
- Replace/Update Athletics Coach
- Promotion
- Demotion

Click **OK** to continue.

Continue Coach Designation

Click OK to continue designation or CANCEL to return

Update the END DATE for the current coach in the **Effective End Date** field using the calendar button. This should be the last day the employee coached. If they never coached and the season never started, enter the teacher contract report to work date. If the coach quits while in season, you must enter the exact end date.

The second line is the replacement coach for SAME POSITION. Enter the name using the magnifying glass to Quick Select. If the season has not started, the Effective Date should be the date AFTER the teacher contract report to work date. If the coach starts after the season has started, you must enter their first day of coaching.

NOTE – The Start date of new coach cannot be before the End date of coach being removed. Click **Continue** then click **Submit**.

Coach Designation Details

Employee ID	Full Name	Assignment #	Email Address	Effective Start Date	Effective End Date	Event/Program	Percent(%)	Delete	Add Row
88524	MAILLET, MICHAEL AARON	88524	MMAILLET@dallasisd.org	08-Aug-2019	08-Aug-2019	HS BASEBALL ASST/JV/ FR,100			
9704	JOHNSON, RA	9704	RaJohnson@dallasisd.org	09-Aug-2019		HS BASEBALL ASST/JV/ FR,100			

- ✓ **TIP** You cannot Update or Delete the existing Coach details using this screen. You can only add a Coach.
- ✓ **TIP** To Delete any coach information, you need goto Delete screen from the main menu.

The new coaching designation for the new employee will follow the routing process.