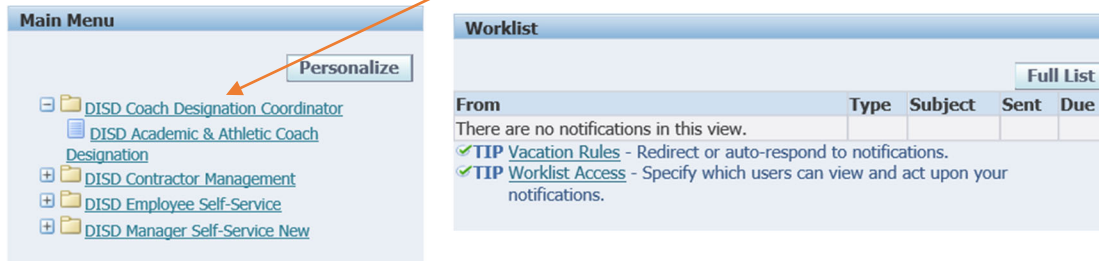
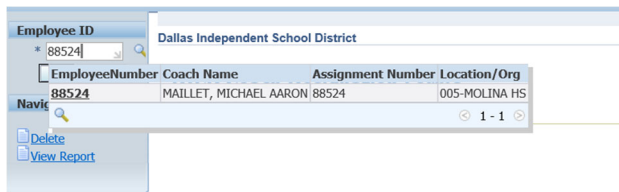


These are step-by-step procedures for removing a coach or coordinator. This process will allow the Athletic Coordinator [or Principal] to remove a coach from the system, stop their stipend and allow for a vacancy to be filled. Dual Contract Coaches will follow the terms of their contract issued by Human Capital Management (HCM). All inquiries should be directed to HCM. For detailed understanding of the full process, please reference the Athletics Supplemental Earnings Guidebook. Any questions should be sent to [NotifyAthletics@Dallasisd.org](mailto: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.

## Coach Designations – How to Remove a Coach/Coordinator

Select **Replace/Update Athletics Coach** then hit Continue. Click OK to Continue.

**Employee and Supervisor Details**

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

\* Principal Name:

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**Coach Designation**

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

**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 last day of coaching. If the season has not started and the employee never coached, enter the teacher contract report to work date. If the coach is being removed during the season, you must enter the last day of coaching.

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-201 x	HS BASEBALL ASST/JV/ FR 100		<input type="button" value="➕"/>	<input type="button" value="🗑"/>

✔ **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.

This will end date the coach’s designation and create a vacancy. If the coach never coached, the entire stipend will be recovered. If the coach coached part of the season, the stipend will be pro-rated.