

*****PLEASE NOTE THAT THIS REGULATION HAS BEEN REORGANIZED/EDITED IN A NEW FORMAT (SEE COPY BELOW)*****

4112-R EXTRA-DUTY ASSIGNMENTS - EVALUATION & REHIRE

EVALUATION

Evaluators of coaches, sponsors, and extra-duty teachers are to maintain open and regular communication regarding needs and expectations. If concerns exist during the season or during summer school, these are to be communicated immediately to the appropriate staff member. The An extra-duty position evaluation form may be used to communicate concerns to the employee.

The following lists outline the responsibilities for evaluation of extra-duty positions.

The Director of Activities will evaluate and recommend all the following coach/sponsor/event coordinator positions in the junior highs and senior high secondary schools with the assistance and/or under the direction of the school building-level administrators.

Boys Basketball	Speech and Debate (NFL)
Girls Basketball	Soccer – Boys
Cheerleading	Soccer – Girls
Cross-country	Swimming – Boys
Event Coordinator	Swimming Girls
Football	Tennis
Golf	Track – Indoor and Outdoor
Open Gym	Volleyball
Weightlifting	Wrestling

The building school principals and/or summer school principals will evaluate and recommend the following all co-curricular and extra-duty teaching positions in the elementary, junior, and senior high schools.

Academic Competition	Future Problem Solving
Academic Decathlon	Instrumental
Annual Director	Journalism
Class Sponsor	Marching Band
Department Head	Math Counts
Distributive Education Clubs of America	Memory Book Sponsor
Drama	School Newspaper
Family, Career and Community Leaders of America	School Plays
Future Business Leaders of America	Science Olympiad
Future Farmers of America	SkillsUSA
Strings	Student Council
Vocal	Summer School Teacher

Club Sponsors:

Astronomy Club	International Club
Future Teacher of America	National Honor Society

EVALUATION/RECOMMENDATION

After the end of each activity season, an evaluation conference will be conducted between the supervisor appropriate evaluator and the respective coach, sponsor, or events coordinator is to be conducted.

~~Head high school coaches/sponsors, if designated by the building activities director, will evaluate their assistant coaches/sponsors. Building aAssistant Associate principals may assist or evaluate the co-curricular sponsors. Summer school principals will be responsible for their staff evaluations.~~

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~~As a result of that evaluation conference, a recommendation to retain or not to retain the coach, sponsor, or extra-duty teacher in the applicable position will be made.~~

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~~If the recommendation is for the person to retain the position, they will be recommended to the Human Resources Department by the administrator designated to evaluate them.~~

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~~If the coach, sponsor, or extra-duty teacher is not recommended for retention of the extra-duty position, the coach, sponsor, or extra-duty teacher will be informed of general reasons for the recommendation.~~

HIRING

~~A vacancy will be declared in any activity sponsor, coaching, or summer school teaching position if: a) the position is new, b) the previous sponsor, coach, or summer school teacher has indicated he/she does not wish to retain the positionresigns, or c) the sponsor, coach, or summer school teacher is not recommended for rehire.~~

~~Vacancies will be advertised as determined by the applicable principal or athletic director. from a minimum exposure of district-wide to a maximum exposure of nationally. A posting exposure will be determined by the applicable principal or Director of Activities.~~

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~~Applications must be submitted through the online application system to the Human Resources Department. Successful applicants must be able to meet appropriate training and certification requirements as established by the state Wyoming Professional Teaching Standards Board.~~

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~~After the closing date, applications will be screened, and candidates will be interviewed by the designate administrator or head coach. the Director of Activities or designee and/or a building principal or summer school principal. The 7-12 Hhead coaches/sponsors or designee will be invited to be involved in the interview process for all gGrade 7-12 assistant coaching or sponsor positions of their sport or activity.~~

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~~A recommendation to hire coaches, sponsors, or extra-duty teachers listed in Evaluation, Item 4, above will be made by the appropriate administrator. The recommendation will then be sent to the appropriate district-level administrator for approval. Human Resources Department for follow-up. The Director of Human Resources, as the Superintendent's designee, will make final recommendations to the Board of Trustees.~~

ADOPTION DATE:

March 8, 1988; Revised September 19, 1991; January 16, 1994; July 10, 1995 (formerly 4143.1- R); Reviewed May 12, 1997; Editorial revision March 28, 2006; Editorial revision February 26, 2010; Revised March 22, 2011; Revised March 10, 2015;

LEGAL REFERENCES:

CROSS REFERENCE(S):4112

ADMINISTRATIVE REGULATION:

*****PLEASE NOTE THIS IS THE REORGANIZED/EDITED REGULATION*****

4112-R Extra Duty Assignments Evaluation and Rehire

This regulation establishes the hiring, evaluation, and retention procedures for extra duty teaching assignments and coaching, sponsor, and event coordinator assignments.

Extra Duty Teaching Assignments

Hiring

A vacancy will be declared when an extra duty teaching position is new, the current employee resigns or does not wish to retain the assignment, or the employee is not recommended for rehire.

The vacancy will be advertised as determined by the applicable principal or summer school principal. Applications must be submitted through the district online application system to the Human Resources Department. Successful applicants must meet applicable training and certification requirements established by the Wyoming Professional Teaching Standards Board.

After the closing date, applications will be screened, and candidates will be interviewed by the designated administrator or summer school principal. The appropriate administrator will recommend a candidate for hire. The recommendation will be sent to the appropriate district-level administrator for approval and then to Human Resources for follow-up.

Evaluation and Retention

School principals and/or summer school principals are responsible for evaluating and recommending employees in co-curricular and extra duty teaching assignments, as applicable. Evaluators will maintain open and regular communication about needs and expectations. Concerns arising during the assignment or summer school will be communicated promptly to the employee. An extra duty position evaluation form may be used to document concerns.

At the conclusion of the assignment or summer school, the appropriate evaluator will complete an evaluation and recommend whether to retain the employee in the assignment contingent upon available positions. A recommendation to retain will be submitted to Human Resources by the administrator designated to evaluate the employee. If retention is not recommended, the employee will be informed of the general reasons for the recommendation.

Coaching, Sponsor and Event Coordinator Assignments

Hiring

A vacancy will be declared when a coaching, sponsor, or event coordinator position is new, the current employee resigns or does not wish to retain the assignment, or the employee is not recommended for rehire.

The vacancy will be advertised as determined by the applicable principal or Director of Activities. Applications must be submitted through the district online application system to the Human

Resources Department. Successful applicants must meet applicable training and certification requirements established by the Wyoming Professional Teaching Standards Board.

After the closing date, applications will be screened, and candidates will be interviewed by the Director of Activities or designee and/or a building principal. The appropriate administrator will recommend a candidate for hire. The recommendation will be sent to the appropriate district-level administrator for approval and then to Human Resources for follow-up.

For Grade 7 through 12 assistant coaching and sponsor vacancies, the head coach or sponsor, or a designee, will be invited to participate in the interview process for the applicable sport or activity.

Evaluation and Retention

The Director of Activities will evaluate and recommend coaching, sponsor, and event coordinator positions in the junior high and high schools with the assistance or under the direction of building administrators. If designated by the building activities director, head high school coaches or sponsors will evaluate their assistants. Associate principals may assist with or conduct evaluations of co-curricular sponsors.

Evaluators will maintain open and regular communication about needs and expectations. Concerns arising during the activity season will be communicated promptly to the employee. An extra duty position evaluation form may be used to document concerns.

After each activity season, the appropriate evaluator will complete an evaluation conference with the coach, sponsor, or event coordinator and recommend whether to retain the employee in the assignment contingent upon available positions. A recommendation to retain will be submitted to Human Resources by the administrator designated to evaluate the employee. If retention is not recommended, the employee will be informed of the general reasons for the recommendation.

ADOPTION DATE:

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LEGAL REFERENCES:

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