

Book	Policy Manual
Section	400 Professional Employees
Title	Employment of Extracurricular Assignment Personnel
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Purpose

Recognizing its responsibility to provide the most qualified coach or sponsor for every activity included in its extracurricular program, and recognizing the rights of its professional staff relative to such positions, the Board of School Directors ("Board") of Springfield School District ("District") hereby establishes policy concerning the employment of personnel for extracurricular student activities.

Assignment of certificated staff members as coaches, sponsors and advisors shall be made upon the recommendation of the principal with the approval of the individual and of the Executive Director of Operations or Human Resources Director.

Vacant positions shall be advertised in writing to all of the District's certificated and non-certificated staff. Certificated staff members shall, in all cases, be given preference in evaluating responses to such advertisement.

In the event that all approved positions cannot be filled by this process, such vacancies as may exist shall be advertised publicly, in which case the qualifications for employment shall be those set forth below.

Employment of certified and non-certificated District personnel, or any person not otherwise employed by the District shall be documented by an agreement signed by the Human Resources Director and countersigned by the employee, setting forth the terms of employment. All agreements shall become null and void on June 30th of the school year to which they applied. Any person not otherwise employed by the District must meet all legal requirements for employment.

The administration shall observe where possible the following schedule in notifying personnel, who hold agreements for extracurricular employment, of its intent to re-employ for the succeeding year:

1. Sponsors or coaches of activities that are to be discontinued due to insufficient funding shall be notified at least thirty (30) calendar days prior to the beginning of the activity.
2. Sponsors or coaches whose agreements will not be renewed to sponsor or coach an activity shall be notified at least sixty (60) calendar days before the beginning of the activity.

The Board of School Directors may employ on a part-time basis any person considered qualified to fill an athletic coaching position. The term **part-time coach** shall mean any person employed for a coaching position who is not a full time or regular part-time certificated employee of the District.

The following procedures are established governing employment of District interscholastic athletic coaches:

1. All coaching vacancies shall be made available first to either part time or full time certificated employees of the District who are most qualified.
2. Positions not filled by certificated employees of the District will then be made available to non-certificated employees of the District who are most qualified.
3. Positions not filled by employees of the District will then be offered to members of the Springfield/Morton community.
4. If qualified personnel are not available within the Springfield/Morton community, the administration shall then proceed to solicit certificated or non-certificated applicants from other school districts and communities.

In employing personnel to serve as coaches, it is important that the administration ascertain that persons recommended for employment have knowledge and competencies relating to the following:

1. First aid.
2. Care and prevention of athletic injury and rehabilitation following injury.
3. Impact of sports on the behavior of the athlete and his/her relationship with culture and society.
4. Theory and techniques necessary to coach sports at the interscholastic level.
5. Principles of sport skills.

Any certificated or non-certificated person employed for any coaching position shall qualify with an appropriate level of competency as noted above at the time of employment. If past formal training does not qualify the coach with required competencies, as soon as possible following administrative approval for employment, s/he shall enroll in and successfully complete a District approved training program that will enable the newly employed coach to obtain knowledge and understanding of established competencies.

Personnel who have had prior formal training in these competencies may be excused from this condition of employment. It shall be the responsibility of the employee to present appropriate documentation which will verify the course content and completion thereof.

Costs for this approved training shall be reimbursed in accordance with provisions of the District's policy governing reimbursement for courses.

Any person meeting the requirements and conditions for employment as an interscholastic coach shall henceforth receive all of the considerations and limitations applicable by law and policy to other part-time school District employees.

SUPERSEDES: Policy No. 4143, Employment of Personnel for Extracurricular Assignment and Policy No. 4143.1, Employment Procedures/Coaches of Interscholastic Athletics

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