Criteria and Procedures for the Selection of Supplemental Contract Coaches and Extra-Curricular Sponsors

I. Selection Criteria

Individuals selected for the following assignments must meet all of the criteria stated below unless exceptions are approved by the appropriate associate superintendent (or designee).

A. Head Varsity High School Coaches

1. Coaching experience in the sport to be coached and/or two years playing experience is preferred for head varsity high school coaches.

2. Completion of an approved First Aid/CPR course.

3. Submission of two written recommendations attesting to the proficiency of the applicant for the position.

4. Hold or be enrolled in an approved Coach Education Program within twelve (12) months from the beginning of their supplemental contract position.

B. High School Assistant Coaches, Middle School Athletic Coordinators, and all Middle School Athletic Coaches

1. Demonstrating evidence of qualifications necessary to perform the job duties.

2. Completion of an approved First Aid/CPR course.

3. Submission of two written recommendations attesting to the proficiency of the applicant for the position.

4. Hold or be enrolled in an approved Coach Education Program within twelve (12) months from the beginning of their supplemental contract position.

C. Virginia High School League (VHSL) competitive activities and school sponsored teams and clubs
1. Demonstrated experience, preparation, or possession of the qualifications necessary to perform the job duties.

2. Sponsors of physically competitive activities require completion of an approved First Aid/CPR Course.

D. Instrumental and Vocal Music Activity Sponsors

1. Preference will be given to the school’s currently assigned music teacher.

2. Sponsor must be certified in the area(s) of sponsorship.

II. Procedures

A. Supplemental contract coaches and extra-curricular sponsors are volunteers who are paid a nominal fee pursuant to a written contract with PWCS. Each contract shall set forth the amount of the nominal fee and the payment frequency.

B. The selection of individuals for supplemental contract positions including middle school athletic coordinators, coaches, sponsors, and other extra-duty personnel, is the responsibility of the building principal. It is recommended that the principal involve the appropriate department chairperson, activities director and/or the appropriate subject area supervisor in determining the qualifications of the candidate.

C. Supplemental Vacancy Requests must be submitted to the Department of Human Resources (DHR). Vacant positions shall be posted for no fewer than five (5) working days.

D. Candidates interested in vacant positions must apply through the online application system and complete all employment requirements including the completion of a background check.

E. An employee who works in one school and is an applicant for a supplemental contract position at another school shall secure the approval of both principals prior to being approved for a supplemental contract position.

F. The appropriate Associate Superintendent must authorize the placement of the selected candidate.
G. The Department of Human Resources will ensure all application procedures, background checks, fingerprinting, and mandate requirements are completed prior to a position being offered and the issuance of a supplemental contract. Selected candidates are not eligible to work until all requirements have been met.

H. After the contract is issued, the school principal (or designee) must notify the candidate of expected duties and responsibilities.

I. Supplemental contract assignments automatically expire at the end of the school year. The principal (or designee) shall meet with head coaches and appropriate lead sponsor on an individual basis at the conclusion of each season/activity, but no later than the last teaching day of the school year, to review and evaluate performance. Reassignment to the extra-duty position for the following year may be determined at that time. Supplemental contract positions that cannot be filled with the current incumbent or a regular staff member from that school must be posted as a vacancy.

J. Supplemental contract assignments are not part of the employee's regular contract or duties. All supplemental contract assignments may be terminated at any time. The nominal fee may be prorated accordingly. Individuals do not obtain continuing contract rights with regard to supplemental contract positions.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2015.