Establishment of Supplemental Contract Coach and Extra-Curricular Sponsor Positions

I. The School Board approves supplemental contract positions during the budget cycle each year. Approved positions are listed in the Budget Manual. No other supplemental contract positions are authorized regardless of the source of funds, unless specifically approved by the Superintendent as part of the school's annual plan. No payments may be made from budgeted or school funds for any additional position(s) similar to those authorized herein.

II. Procedure for Adding Additional Supplemental Contract Positions

A. Requests for additional extracurricular supplemental contract positions may originate from the instructional supervisor, the principal, a teacher, students, patrons of the school, or School Board members.

B. Each request shall be forwarded to the school principal. The principal shall evaluate the request and, if approved, include the request for the additional position in the annual school plan for subsequent review and approval by the appropriate Associate Superintendent and the Superintendent.

III. Criteria for Inclusion in the Proposed Budget

A. Adequate coaching and/or sponsorship staff.

B. A minimum level of funding and equipment.

C. Adequate facilities.

D. A sufficient number of students who are interested in participating.

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

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