

429 EXTRA CURRICULAR STAFFING

School District 110 believes that opportunity for participation in a wide variety of extra curricular activities is an important part of a student's total educational experience. The programming and staffing will be coordinated by district administration and completed prior to the start of the respective seasons.

I. EXTRA CURRICULAR PROGRAM

The district's extra curricular program shall exist as an integral part of the whole educational process, operating always with the well being of the student in mind. The program is intended to provide positive and educationally sound experiences for students in a variety of extra curricular areas.

II. SUPERVISION OF PROGRAM

The Activities Administrator will oversee and coordinate the extra curricular program. This Administrator shall be the primary contact person for all extra curricular issues, concerns, questions and comments. The Activities Administrator's job responsibilities has been determined in a job description.

III. STAFFING ASSIGNMENT, RESPONSIBILITIES AND EVALUATION

A. ASSIGNMENT: Annually and prior to the start of the season the school district shall make one year assignments for coaching and advisor positions in the district's extra curricular program. The Activities Administrator will fill these coaching/advisor positions pending approval of the school board.

The following procedures and criteria will be used in the hiring of extracurricular personnel:

1. Openings for employment will be posted according to District policy (see Policy #430)
2. As required, candidates will meet necessary certification requirements.
3. A candidate's qualification, including experience and educational background, will be evaluated in relationship to other applicants.
4. District 110 part-time and full-time staff will be evaluated based on qualifications for positions prior to seeking outside candidates.
5. Consideration of gender equity issues and state requirements and recommendations will be included in the staffing process.
6. The interview and hiring process will be according to District policy (see Policy #430). The staff reviews and required job postings will be seasonal.

B. RESPONSIBILITIES: Each staffing assignment will have responsibilities and duties defined in the District 110 Extra Curricular

Manual. Additional duties for each assignment may also be identified by the Activities Administrator and/or the head coach/advisor of a specific extra curricular activity. Each staff person is also expected to follow the district policies that relate to extra curricular staffing positions.

- C. EVALUATION:** Each head coach/advisor will be formally evaluated by the activities director at the conclusion of the season. Evaluative criteria will include:

- >Instructional skills
- >Student management/student behavior
- >Knowledge of child growth and development
- >Knowledge of activity area or sport
- >Human relation skills/communications
- >Planning or organizational skills

After evaluation and assessment, the Activities Director will determine whether each head coach/advisor will be offered renewal of the position, renewal with a work plan, or non-renewal of the assignment. Resulting open positions will be posted pursuant to Policy 430.

Job performance reviews will also be completed on all other extra curricular positions by the head coach/advisor and the Activities Administrator. Based on the performance review the staffing positions will either be renewed or non-renewed.

Additional performance improvement for positions may take place through:

- >Staff development opportunities
- >Feed back surveys from parents and students
- >Feed back from peers
- >Identified individual growth plans

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Independent School District No. 110

Waconia, MN