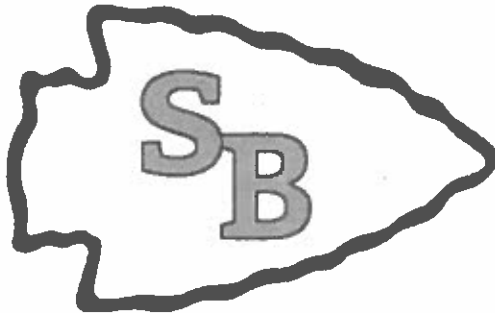


# Extra-Curricular Employee Handbook



Employees covered under this definition would include, but are not limited by enumeration, the following:

Coaches, Assistant Coaches  
Club Advisors/Supervisors, Club Assistant Advisors/Supervisors  
Student Council Advisor  
Musical Directors  
Athletic Director  
Athletic Events Supervisors  
Yearbook Coordinators  
Teacher Mentor  
Teacher Team Leader  
Teacher Team Member

## **ATHLETIC AND ACTIVITY ASSIGNMENTS**

### **LETTER OF APPOINTMENT**

Extra-Curricular Employees shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of appointment. Such activities shall be governed according to the following guidelines:

Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. Any Board member who assumes a paid or volunteer extra-curricular activity will abstain from voting on decisions affecting that program.

The stipend for extra-curricular activities shall be specified in the letter of assignment.

The letter of assignment shall not be deemed a contract, and individuals holding extra-curricular positions are at-will employees.

### **PAYMENTS**

Payments for extra-curricular activities shall be made in accordance with District payroll procedures. However, wages shall be paid within 31 days after their duties have been performed.

### **WORK SCHEDULE**

Extra-curricular assignments may occasionally occur during part of an employee's regular workday in his/her other position(s) with the District (e.g., as a teacher). In such cases, the employee shall consult with the District Administrator (or designee) to determine the appropriate course of action. In the administrator's sole discretion, the employee may be (1) required to work a flexible schedule to make up time lost during his/her regular workday; (2) relieved from the requirement to make up the time lost; (3) required to re-schedule the extra-curricular activity; or (4) required to take any other action that the administrator deems reasonable.

### **EVALUATION OF EXTRA-CURRICULAR ASSIGNMENTS**

Individuals holding extra-curricular assignments shall be evaluated in the manner and frequency that the District Administrator (or designee) deems appropriate. When determining the manner and frequency of evaluations, the administrator may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/her reasonable discretion, deems appropriate.

### **VOLUNTEERS**

Upon approval from the head coach/advisor and the athletic director or assistant principal, an individual may serve as a volunteer coach/advisor for an extra-curricular activity. The following guidelines apply to volunteers: They will not be eligible for salary/wages, stipend, or benefits;

They will be covered by the District's general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District's liability insurance policy for claims made against volunteers by other volunteers or District employees;

They will be responsible for their own personal injuries (i.e., ineligible for worker's compensation); They must consent to a background check; They must follow all District activity and athletic policies and procedures and other District policies as applicable; They accept direct and indirect supervision of the head coach; and, They may be dismissed at any time without cause.

**Extra-Curricular Positions**

Rates of pay will be approved each year by the Board by August 30<sup>th</sup>

Position	Number of staff	Extra-Curricular Pay
Basketball Coach	4B; 4G	\$ 800
Volleyball Coach	3B; 3G	\$ 500
Cheerleading	1	\$ 500
Athletic Director	1	\$ 3,600
Kickball	2	\$ 200
Track Club	3	\$ 300
Book Club	1	\$ 250
Scorekeepers		\$9/game
School Musical Director	1	\$ 1,000
School Musical- Assitants	2	\$ 700
Student Council	1	\$ 1,800
Camp Whitcomb Advisor	1	\$ 450
Camp Whitcomb Advisor	3	\$ 250
Coding Club	1	\$ 500
Scribbler	1	\$ 750
Mindfulness	1	\$ 250
Art Club	1	\$ 750
Math Club	2	\$ 250