

## **Policy 513 – Extra-Curricular Assignments**

**Revised policy effective upon adoption.**

*1<sup>st</sup> reading*      November 7, 2019

*2<sup>nd</sup> reading*

*3<sup>rd</sup> reading*

**Statutory authority**      West Virginia Code 18A-4-16

### **Administrative Guidelines**

(none)

The Board may find it necessary to employ personnel for extra-curricular assignments. Extra-curricular assignments shall mean, but not be limited to, any activities that occur at times other than regularly scheduled working hours, which include the instructing, coaching, chaperoning, escorting, providing support services or caring for the needs of students, and which occur on a regularly scheduled basis. Activities which are a natural and required function of a curricular course of study, but which occur outside the regular school day, shall be considered co-curricular and are not considered under this policy.

Extra-curricular assignments shall be made only by mutual agreement of the employee and the Superintendent subject to Board approval.

All extracurricular assignments shall be posted for a minimum of five working days and applications shall be received for the same. No extracurricular assignment shall be made unless it has been so posted. Extracurricular assignments in service personnel classifications shall follow this procedure unless an alternative procedure has been approved by two-thirds of the employees within that classification and the Board.

### *Certification and Licensure*

Employment in an extracurricular assignment as an athletic coach shall require the possession of a professional certificate or authorization for coaching from the West Virginia Department of Education. No athletic coach may be employed pending receipt of this certificate or authorization and no one may commence athletic coaching duties until first employed by the Board.

### *Auxiliary and Citizen Coaches*

For the purposes of this policy, an "auxiliary" extra-curricular assignment shall be one for which an individual is hired by the Board to support the activities of a particular interscholastic athletic team or other extra-curricular organization and does so for a nominal compensation not to exceed \$1. Nothing shall prohibit an auxiliary coach or sponsor from performing the same duties and assuming the same responsibilities of any other coach or sponsor pursuant to the rules and regulations of the WVSSAC or other overseeing body.

Coaches employed under a temporary authorization for coaching from the West Virginia Department of Education, also known as "citizen coaches," shall be eligible to perform the same duties and assume the same responsibilities as any other coach pursuant to the rules and regulations of the WVSSAC.

### *Contracts*

Upon entering an extracurricular assignment, the employee shall be given a probationary (annual) contract, which shall not extend beyond the current school year and shall be subject to annual renewal by the Board for the following school year upon completion of satisfactory service. Upon completion of three years of satisfactory service in that assignment, the employee shall be given a continuing (tenured) contract. Those assistant coaches assigned to support athletic activities in an auxiliary fashion shall only be given probationary contracts and such assignments shall be understood to self-terminate at the end of each school year and require posting annually. Positions held by citizen coaches shall not require posting annually except that if the coach does not renew his/her temporary authorization for coaching for a particular school year prior to the beginning of official activities for the interscholastic athletic team for which he/she serves, he/she shall be considered incompetent to perform the duties of that coaching assignment and shall be recommended to the Board for termination of that assignment.

An employee's extracurricular assignment shall be considered wholly separate and apart from his / her regular employment with the Board, if so employed. Assignment to extracurricular duties cannot be a condition of regular employment nor can a regular position be posted to require an extracurricular assignment.