

Nonstaff Coaches and Advisors

Purpose

To establish a Board approval process for officially authorizing the use of nonlicensed or licensed patrons in either paid or nonpaid extracurricular activity positions.

Rationale

The district experiences difficulty at times finding district licensed personnel to assist in extracurricular positions. Due to the nature of several of these activities it is necessary to employ nonlicensed or licensed adults for instruction and supervision in either paid or volunteer positions. The candidates should have a knowledge of the activity assigned, understanding of youth, good communications and an appreciation of the role of extracurricular activities in education. This assistance to our programs must be with administrative request and the individuals must meet the standards listed below.

Standards

The following must be completed and submitted to the district office:

1. Nonpaid Volunteers
 - a. Statement from the principal/athletic director stating a request for employment.
 - b. Employment record check.
 - c. Meet all OSAA coaching requirements.
2. Licensed/Non Licensed Paid Personnel
 - a. All of the above.
 - b. W-4 - Employees withholding allowance certificate.
 - c. I-9 - Employment eligibility verification.
 - d. PERS status determination.

Process of approval

1. Application.
2. Review of application.
3. Request for recommendation.
4. Recommendation to the Board.
5. Approval.

Employment Record Check

Date _____

Name _____

City _____ State _____ Zip _____ Sex _____ Race _____

Position Applied For _____ Date of Birth _____

Driver's License Number _____ Driver's License State _____

Length of Residence in Pendleton _____ Soc. Security No. _____

Prior Residence _____
(If applicant has lived less than one year in Pendleton)

The following questions are to assist in determining a prospective employee's fitness as an applicant. The answers to these questions are subject to verification by a policy agency. A "yes" answer does not automatically disqualify an applicant.

Each case will be judged individually.

1. Have you ever been convicted of a felony? Yes No
2. Have you ever been arrested for the possession, use, sale or distribution of a controlled substance or alcoholic beverage? Yes No
3. Have you ever been convicted of any crime involving theft or violence? Yes No
4. Have you ever been arrested for a sex offense? Yes No
5. Have you ever been convicted of any crime other than a minor traffic offense? Yes No
6. Are you currently charged with or under indictment for any of the above? Yes No

If yes, please explain: _____

The facts set forth on this form are true and complete to the best of my knowledge. I understand that false statements on this form will be considered sufficient cause to deny employment for or dismissal from employment. I hereby grant to the district or its agent permission to check civil or criminal records to verify any statement made on this form.

Signature

Date

**Administrative Request for Employment of Paid
Coach/Activity Assistant**

Some schools are experiencing difficulty in finding District licensed personnel to assist in coaching. The School District has permission to employ licensed personnel not presently employed by the District and District approved personnel for coaching positions. The candidate should have a knowledge of the activity assigned, understanding of youth, good communications, and an appreciation of the role of athletics in education. Reasonable effort shall be made to obtain an employed licensed teacher to fill all coaching positions before applying for assistance. Final decision to be made by the building principal.

Consideration to fill a coaching position on an emergency basis for temporary assignment requires that:

1. Priority consideration be given to utilization of licensed personnel in the school or elsewhere in the District for coaching, insofar as available personnel are willing and qualified to coach.
2. Coaching staffs will not be supplemented or increased above normal requirements by the employment of the applicant.
3. Coaches employed under the provision will receive the regular salary provided to contracted personnel for comparable duties.
4. Insofar as possible, plans should be made for assigning a certificated staff employee to this position for the following year.

a.	We have examined the following possibilities:	Yes	No
	(1) Contracted licensed personnel on staff.	_____	_____
	(2) Contracted licensed personnel in District.	_____	_____
	(3) Substitute teacher list.	_____	_____

b. How many coaches do you now employ in this sport in your Middle/Senior High School?
 Head _____ Assistant _____

.....
 _____ School requests that _____ (Name) be hired
 to coach _____ (sport).

Sport season: Fall Winter Spring School Year _____

 Principal's signature Date Athletic director signature Date