

**EMPLOYMENT OF CO-CURRICULAR COACHES, ADVISORS
AND CLUB SPONSORS**

The Centennial School Board recognizes its obligation to provide qualified coaches and advisors for the District's co-curricular programs.

The Superintendent is responsible for the implementation of this policy. Centennial School District is an equal opportunity employer.

Policy: 2.18
Adopted: 08/19/80
Amended: 03/11/86
 02/14/89
 02/09/93
 06/10/97
 10/10/00
 04/11/06

EMPLOYMENT OF CO-CURRICULAR COACHES,
ADVISORS AND CLUB SPONSORS

I. Criteria for Selection

Applicants for the position of coach or advisor shall:

- A. Demonstrate interest and successful experience in recognizing the needs and abilities of young people and working with them.
- B. Demonstrate knowledge and experience in the theory and techniques of coaching and advising.
- C. Demonstrate basic knowledge of the activity for which application is made.
- D. Possess knowledge of first aid techniques where applicable.
- E. Possess knowledge of applicable training and conditioning principles.
- F. Demonstrate leadership skills.
- G. Agree to comply with district policies, regulations, procedures and;
- H. Agree to plan and conduct necessary meetings/practice sessions as determined by the building administrator.

II. Priorities for Selection

Selection of coaches and advisors from among those who are qualified and acceptable and who meet the criteria outlined above shall be based on the following priorities:

- A. Members of the Centennial Education Association per the Collective Bargaining Agreement.
- B. All others.

III. Employment Process

- A. Recommendation to appoint coaches, advisors and sponsors shall be forwarded by the principal of the school concerned to the Director of Secondary Education or Assistant Superintendent.
- B. When a candidate is recommended who is not a Centennial employee, all rules and regulations affecting coaches and advisors as well as the completion of personnel and payroll forms shall apply to that candidate.
- C. If approved by the Director of Secondary Education or Assistant Superintendent, the names of those recommended as coaches, advisors or sponsors shall be placed on the Board Agenda for action.
- D. Principals or Athletic Director shall annually review rules and regulations with all coaches, advisors and sponsors.

IV. Supervision and Evaluation

- A. The employee shall be supervised and evaluated during each activity by the principal or his/her designee.
- B. Principals shall use the attached forms for documenting performance of coaches and co-curricular advisors. (See attachments A and B)

V. Duration of Appointment

- A. All co-curricular and club appointments shall be for one school year.
- B. All coaches, advisors and sponsors may be reappointed without consideration of other applicants or they may be required to meet competition for the position at the discretion of the building administrator per the Collective Bargaining Agreement.

Administrative Procedures: 2.18

Approved:..... 08/19/80

Amended: 03/11/86

..... 02/14/89

..... 02/09/93

..... 06/10/97

..... 10/10/00

..... 04/11/06



CENTENNIAL SCHOOL DISTRICT
Warminster, Pa

CO-CURRICULAR EVALUATION FORM

Name of Advisor

Building

Activity

RATING CODE: **U** – Unsatisfactory **RI** – Requires Improvement **E** – Effective **O** – Outstanding **NA** – Not Applicable

I. PROFESSIONAL & PERSONAL RELATIONS	U	RI	E	O	NA	EVALUATOR'S COMMENTS
A. Cooperation and communication with building principal						
B. Cooperation and communication with appropriate administrator						
C. Rapport with co-curricular staff						
D. Relationship with participants						
E. Appropriate conduct at events						
F. Appropriate dress at events						
G. Relationship with news media						
H. Parent activities, student activities, awards program						
I. Encourages students to participate in activities						
J. Ability to motivate participants toward desired goals						
K. Assist student participants with college selections and scholarship availability						
L. Encourages students to excel in the classroom and cooperates with teachers in dealing with student academic problems						
II. ADVISOR PERFORMANCE & RELATED RESPONSIBILITIES						
A. Respect – sets example						
B. Supervision and administration of participants at meetings						
C. Knowledge of program						
D. Is innovative – uses new technique and ideas						
E. Compliance with meeting deadlines						
F. Detail work for time sheets, student rosters, resumes, permission slips, awards lists, etc.						
G. Care of equipment, issuance and storage						
H. Willing to devote time and energy to advisor duties						
III. GENERAL OVERALL EVALUATION (Use reverse side for additional comments)						
IV. ADVISOR PERFORMANCE & RELATED RESPONSIBILITIES	YES <input type="checkbox"/>	NO <input type="checkbox"/>				

Signature of Administrator

Signature of Advisor

Date



CENTENNIAL SCHOOL DISTRICT
Warminster, Pa

CO-CURRICULAR EVALUATION FORM

 Name of Coach/Assistant Coach

 Building

 Sport

RATING CODE: **U** – Unsatisfactory **RI** – Requires Improvement **E** – Effective **O** – Outstanding **NA** – Not Applicable

	U	RI	E	O	NA	EVALUATOR'S COMMENTS
	I. PROFESSIONAL & PERSONAL RELATIONS					
A. Cooperation and communication with Building Principal						
B. Cooperation and communication with Athletic Director						
C. Rapport with coaching staff in our Middle & High Schools						
D. Relationship with participants						
E. Relationship with Parents & Community						
F. Relationship with game officials during contests						
G. Attendance at League Meetings						
H. Attends coaching clinics for personal improvement						
I. Ability to motivate staff and players toward desired goals						
J. Encourages students to join other programs during the "off season"						
K. Encourages athletes to excel in the classroom and cooperates with teachers in dealing with student athletes' academic & disciplinary problems						
L. *Assists team members with college selections and scholarship availability						
M. *Organizes pre-season and/or post-season student/parent activities						
N. *Organizes athletes into off season training (conditioning, weight training, etc.)						
O. Head Coach evaluation of the Assistant Coaches (Varsity, JV and 9 th) responsibilities						

RATING CODE: U – Unsatisfactory RI – Requires Improvement E – Effective O – Outstanding NA – Not Applicable

	U	RI	E	O	NA	EVALUATOR'S COMMENTS
II. COACHING PERFORMANCE & RELATED RESPONSIBILITIES						
A. Compliance with pre-season check list requirements: practice schedules, parent permission forms, team rules, physical completion, etc.						
B. Provides an adequate system for issuing, collecting and maintaining supplies/equipment						
C. Assures that athletes are aware of school policies						
D. Adheres to PIAA, league and Centennial rules, regulations and policies						
E. Provides for proper care of injuries and completes injury report forms for insurance purposes						
F. Supervises athletes continually before, during and practices and contents including transporting to/from events						
G. Takes care that all equipment and doors are secure after each practice or contest						
H. Conducts organized practice sessions for coaches and players						
I. Prepares staff and players for competition						
J. Teaches good sportsmanship						
K. Displays initiative and originality in coaching methods						
L. Maintains self-control and exemplifies good sportsmanship with players, officials and spectators						
M. Maintains an organized program throughout the Middle School, Freshman J.V. and Varsity levels of competition						
N. Submits accurate post-season forms: resume, Award Winners, Time Sheets, Student Obligations, Team Record, etc.						
O. Submits reasonable annual budget request						
P. Maintains an accurate roster for emergency notification purposes						
HIGH SCHOOL ONLY						
III. YOUR MAJOR GOAL TO IMPROVE YOUR PROGRAM (Use reverse side for additional comments)						
IV. RECOMMENDED FOR CONTINUED EMPLOYMENT						
		YES <input type="checkbox"/>	NO <input type="checkbox"/>			

Signature of Principal

Signature of Athletic Director/
Faculty Manager

Signature of Coach/Assistant Coach

Date