

**EXTRA-CURRICULAR ASSIGNMENTS****A. Non-Athletic Extra-Curricular Assignments**

When a vacancy occurs in an extra-curricular assignment (non-athletic) the following procedures shall be observed.

1. The principal or principal's designee of the school involved will notify the Assistant Superintendent/Human Resources of the vacancy.
2. It must be understood that these assignments are usually associated with teaching assignments. If there is a teaching vacancy associated with the assignment, the teaching vacancy will be combined with the extra-curricular assignment and advertised following San Dieguito Union High School District personnel policies and regulations. The selection of the applicant will follow San Dieguito Union High School District selection policies and regulations.
3. If a teaching position is not associated with the extra-curricular assignment, the principal will make an effort to select a staff member from among qualified applicants at that school.
4. If there are no qualified applicants from that school for the vacant extra-curricular assignment, the principal or principal's designee will notify the Assistant Superintendent/Human Resources who will advertise the position within and outside the district.
5. The principal or principal's designee will give priority to personnel from within the district in filling the vacancy, other qualifications being equal.
6. The principal or principal's designee will notify the Assistant Superintendent/Human Resources of the person selected for the assignment.

**B. Extra-Curricular Assignments – Coaching Assignments**

When a vacancy occurs in a coaching assignment, the following procedures shall be observed:

1. The principal or principal's designee of the school involved will notify in writing the Assistant Superintendent/Human Resources of the coaching vacancy.
2. The District will determine selection criteria prior to advertising each athletic coaching position.
3. After the coaching position closes, the District will determine whether in-district

applicants meet the criteria. If one current certificated employee meets the criteria, that employee will be selected to fill the position.

4. If more than one current certificated employee meets the criteria; those members will be interviewed by a panel composed of administrators, a teacher selected by SDFA, and a parent.
5. If the District determines that an applicant who is a certificated employee does not meet the selection criteria, a District representative will meet with him/her to provide a written explanation of the criteria that were not met.
6. If no certificated employees apply, or if none meet the selection criteria, the interview panel will convene to interview the screened outside applicants.
7. When any coaching position includes a teaching position, and outside applicants are interviewed, the department chair will be invited to participate in subject-related interview questions.
8. The following procedures shall be observed regarding the employment of a non-credentialed coach:
  - a. Applicants will be required to complete the application for a non-credentialed coach.
  - b. Applicants must be at least 18 years of age. Applicants may not be current San Dieguito Union High School students.
  - c. To be selected as a coach, the non-credentialed applicant must be knowledgeable and competent in first aid and emergency procedures, coaching techniques, and adolescent psychology as it relates to sports participation.

These competencies may be acquired in the following manner:

- (1) Completion of course work at an accredited community college, four year college or university.
- (2) Inservice program arranged by the district or County Department of Education.
- (3) Prior experiences which are directly related to the required areas of competency.
- d. Candidates for qualifications on the basis of prior experience shall satisfy

the three requirements listed below. Prior experience must be documented in written form as to the required depth of experience in the following areas:

- (1) First Aid and Emergency Procedures - Provide documented evidence in the required form, and one of the following: (a) valid American Red Cross First Aid card and CPR card, or (b) experience under the supervision of an athletic trainer or has assisted in team athletic training and conditioning, provided that a Red Cross first aid card and CPR card are obtained within one year from commencing coaching duties, (c) a valid certification by The National Athletic Trainer's Association.
  - (2) Coaching Theory and Techniques - Provide documentary evidence, in the required form, of one of the following: (a) service as a student coach; (b) service as an assistant coach; (c) participation in athletic staff meetings; (d) attendance at coaching clinics or workshops; (e) attendance at athletic staff meetings as assistant to the head coach; (f) work in community youth athletic programs; (g) attendance in a college-level course in coaching theory; or (h) participation in competitive athletics.
  - (3) Adolescent Psychology As It Relates to Sport Participation - Provide documentary evidence, in the required form, of one of the following: (a) attendance in college-level course in adolescent psychology; (b) attendance in a seminar on human growth and development; or (c) active involvement with youth in school or community sports programs that has proved to be satisfactory in understanding human growth and development.
- e. Prior to employment, the non-credentialed coach must be fingerprinted in accordance with Education Code Section 45125 and district personnel practice.

#### LEGAL REFERENCE

Title 5, Section 5531