

**EXTRA-CURRICULAR ASSIGNMENTS/EVALUATION**

The building principal or designee shall recommend all extra-curricular assignments annually or, in the case of interscholastic athletics, prior to the opening of each new season.

The principal or principal's designee shall be responsible for the yearly evaluation of all employees fulfilling extra-curricular assignments. Such employees shall be evaluated at the end of the coaching season or assignment.

It shall be the responsibility of the building principal, working with the Assistant Superintendent/Human Resources, to notify employees who are not recommended for re-employment. Employees not recommended to remain in the extra-curricular assignment shall be advised in writing as soon as possible after the conclusion of the season of sport.