

AR 4113 SALARY, SELECTION, ASSIGNMENT, EVALUATION AND CONTINUING JOB CONTRACTS FOR EXTRACURRICULAR DUTY JOBS

The Board recognizes the importance of a comprehensive extracurricular activities program for student. The Board and the Superintendent will recognize the benefits of having qualified Nome Public Schools teachers serve as coaches, sponsors, directors, and advisors and provide for the widest range and number of certified staff deemed qualified to hold a specific job to have the opportunity to serve. It is the responsibility of the Superintendent to approve all extra duty contracts only to eligible applicants who meet the qualifications and requirements of this section.

A. Salary

Athletic coaches and the activities director shall be placed on the Coaching Salaries Schedule in Article IV. of the Negotiated Agreement for an upcoming school year.

Other Activities Salaries

Directors, Sponsors, and Advisors of all other extra-curricular activities shall receive the amount shown in the Negotiated Agreement for an upcoming school year in Article IV.

B. Selection

1. Preference will be given to qualified Nome Public School teachers before any coaching, director, sponsor, or advisor job found in Article IV of the Negotiated Agreement is open to the public.
2. When a vacancy occurs the job shall be posted internally to the Nome Public Schools teachers for five days.
3. In the event more than one qualified teacher candidates apply an interview process shall be used to select the best-qualified teacher.
4. Should no qualified Nome Public Schools teacher apply for a vacancy the job shall be posted to the public. Classified and Administrative employees at Nome Public Schools may apply at anytime after the job has been opened to the public.
5. The interview process for two or more qualified head athletic coaching candidates for a job is as follows:
 - a. The Assistant High School Principal shall schedule an interview committee consisting of the High School Principal and/or Assistant Principal, Activities Director, and a parent volunteer who is not an

employee of Nome Public Schools. The committee shall interview all qualified applicants. The High School Principal will forward the committee's recommendation to the Superintendent for final approval.

c. In the event that the High School Principal, Activities Director, Assistant High School Principal or the parent volunteer cannot attend the interview in person or by phone or video conference, the Superintendent may appoint a substitute committee member of comparable rank or standing. The Superintendent may never be a member of the interview committee except in the case of the Activities Director's inability to attend.

d. No assistant high school varsity coach job interview shall take place without that sport's varsity coach being present during the interview in person or by phone.

6. For assistant coaches, the process outlined in #5 above shall be followed with the following exceptions:
 - a. When the interview is for the job of assistant varsity coach that varsity coach shall join the interview team as a ~~fifth~~ voting member.
 - b. No assistant high school varsity coach job interview shall take place without that sport's varsity coach being present during the interview in person or by phone.
7. A job candidate shall be able pass a security background check, possess or is able to obtain all certifications required by AASA and any meet any additional criteria deemed relevant by Nome Public Schools before final approval of the Superintendent will be given.
8. Other hiring criteria shall include but is not limited to: relevant coaching experience in ASSA sports at or above Alaska 3-A division, having stunt training certification for a cheer coach who intends to provide direct instruction, practice of, and performance of cheerleading team stunts, and satisfactory extracurricular duty references for individuals new to the District.
9. Additional new criteria may be approved by the Superintendent at anytime but shall not conflict with or prevent an equitable procedure for all qualified applicants or constitute any adverse employment action.
10. The High School Principal may defer holding job interviews for a period not to exceed four weeks once a vacancy is posted for an extracurricular job vacancy to ensure that the broadest range and largest number of Nome Public Schools qualified teachers have been afforded a chance to apply for the job.
11. When only a single qualified Nome Public Schools teacher, or barring that, a

single qualified member of the public has applied for a coach job; the same selection process used for the jobs of varsity or assistant varsity coach used when multiple applicants apply shall be used. For all other advisor, director, and sponsor jobs that have only a single final qualified applicant, the Principal can elect to waive the interview process and forward a de hire recommendation to the Superintendent.

12. The Superintendent is not required to approve any contract recommended by the High School Principal.
13. The extracurricular duty jobs of junior & senior high school class sponsors shall be filled with at least one Nome Public Schools Jr. & Sr. School teacher. A member of the public may be only approved as a Jr. or Sr. class sponsor, as the second sponsor, after no other qualified Nome Public Schools teachers have applied.
14. At the recommendation of the High School Principal and approval of the Superintendent and after selection procedures of this section have been followed; a qualified individual may interview for and hold more than one extra duty contract in an upcoming school year with the final approval of the Superintendent or in the case of the Activities Director the approval of the Board per the Negotiated Agreement.
15. It is the responsibility of the all of the extra duty job interview teams to consider all aspects and effects of awarding multiple contracts to a single qualified individual for an upcoming school year before recommending this to the Superintendent or the Board in the case of the Activities Director.
16. Except for the activities director contract, the Superintendent shall issue final approval for all extra curricular contracts based on the selection process and subsequent recommendations received from the High School Principal.

C. Assignment

1. Extracurricular duty contracts shall be approved through the Superintendent. The single exception is the contract for the activities director contract that is approved by the Board per the Negotiated Agreement.
2. Only qualified individuals shall be assigned an extra duty contract.
3. The activities director shall be recommended for hire, by the High School Principal up to the Superintendent by using the same selection process for a varsity coach.

D. Evaluation & Continuing Contracts for Extracurricular Jobs

1. Within four weeks of the completion of an AASA sport season all coaches shall receive a written evaluation.
2. A coach receiving a satisfactory evaluation who is planning to return for the upcoming year will be afforded a "first right of refusal" for the same job for the

upcoming year. Upon receipt of the upcoming year's contract a coach shall have five working days in which to return a signed contract of acceptance to the High School Principal who shall sign and date when the accepted contract was received back. The High School Principal shall forward this contract with a performance rubric, for past employees; or the interview rubric for new hires, to the Personnel Officer. After five working days the job shall be declared open and posted if no accepted and signed contract has been received back by the High School Principal.

3. A coach receiving an unsatisfactory performance evaluation shall not be offered that same job and does not retain the first right of refusal for the same job.
4. Sponsors, directors, and advisers of non-athletic extracurricular activities shall receive a written performance rubric.
5. The Activities Director and Assistant Principal shall share evaluation duties for all athletic coaches using a performance rubric that shall bear their signatures. The annual performance rubric document is to be attached to the request for payment before the final review by the Superintendent.
6. The High School Principal shall evaluate sponsors, directors, or advisors of non-athletic extracurricular activities. The same provision for the use of a performance rubric for coaches applies with only the High School Principal's signature required.
7. All extra duty contracts recommended to the Superintendent for extracurricular jobs shall be signed by the Superintendent, High School Principal and/or High School Assistant Principal as specified in previously to be valid.
8. The evaluation performance rubric for the activities director shall be completed co-jointly by the High School Principal and the Superintendent. The Superintendent shall recommend a qualified applicant for activities director for the upcoming year to the school board no later than the June regular school board meeting.
9. In the event that a lack qualified applicants exists for Activities Director on the date of the regular June 30 school board meeting, the Superintendent shall notify the Board at that time that the position is open and is posted to all qualified applicants.

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Adopted: June 10, 2003

Nome Public Schools