



ROYALTON
PUBLIC SCHOOLS

Home of the Royals

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

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Royalton Activities Hiring and Evaluation Process

October 12, 2026

Head Coach Hiring

1. Job gets posted onto frontline, shared out through social media
2. After receiving applications, Activities Director selects candidates to be interviewed and sets those dates up.
3. Interview panel is created if there are more than 2 applicants being interview.
 - a. Panel includes other coaches currently employed by the district.
4. After all the interviews have been completed, panel discuss each candidate.
5. Final decision to offer position is made by AD.

Assistant Coach Hiring

1. Job gets posted onto frontline, shared out through social media
2. After receiving applications, Activities Director selects candidates to be interviewed and sets those dates up.
3. Interview is conducted with the AD and Head coach.
 - a. Some Head Coaches opt to not be apart of interview .
4. After all the interviews have been completed, panel discuss each candidate.
5. Final decision to offer position is made by AD.

JH Coach Hiring

1. Job gets posted onto frontline, shared out through social media
2. After receiving applications, Activities Director selects candidates to be interviewed and sets those dates up.
3. Interview is conducted by the AD.
 - a. Some Head Coaches opt to not be apart of interview .
4. Final decision to offer position is made by AD.

Coach Evaluation

- All coaches complete Athletic Report and submit to AD for review
 - [Report](#)
- Head Coaches complete Evaluation Form.
 - [Head Coach Evaluation](#)
- Head Coaches also set an end of season meeting with AD to go over evaluation and discuss program needs/wants/concerns.
- AD will attend practices and games to use in fill out Head Coach Evaluation.
 - This is done for all levels and coaches.
- AD uses meeting to address any issues, or will call coach in to discuss.



Thank you!