



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po3120.08
Status	First Reading
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Last Revised	December 18, 2024

3120.08 - **EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Employment of coaches in sports governed by the WIAA shall be consistent with WIAA rules and guidelines.

As openings occur they shall be noticed in appropriate locations.

Applications for co-curricular/extra-curricular activities will be made in writing to the Talent & Culture Department.

The Superintendent or designee is responsible for making employment decisions for co-curricular/extra-curricular positions.

The Superintendent shall require that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs an electronic agreement that includes the specifics of the assignment, conditions of employment, compensation arrangements, and agreement termination procedures, which shall normally allow for termination at will.

Any such appointment may be terminated by the Superintendent for any reason that is not arbitrary or capricious.

There must also be verification that the District through appropriate State agencies or other applicable means has conducted a satisfactory background check.

Coaching/advisory duties accepted by a teaching or administrative staff member shall not be incorporated into the staff member's regular teaching or administrative contract. There shall be no guarantee or reasonable expectation that a coach/advisor will receive an offer to coach/advise in the same position the following school year. Compensation for coaching/advising duties shall be determined by the Board. Nonrenewal procedures are not applicable to coaching/advising assignments.

~~[] Prior to the end of the school year, District employed coaches and advisors, who the District intends to employ for the ensuing school year, will receive a written notice of reasonable assurance of continued employment. Issuance of a notice of reasonable assurance to any employee as described in this policy shall not constitute a guarantee of employment in any successive academic term. [END OF OPTION]~~

Any coach/advisor not offered similar duties in any subsequent year may not pursue a grievance through Policy 3340 – Grievance Procedure or Policy 4340 – Grievance Procedure.

T.C. 8/6/21

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Cross References

[ag3120.08 - APPOINTMENT OF PERSONNEL TO COMPENSATED CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES](#)

Last Modified by Ellen Suckow on August 29, 2025