

## **WARREN COUNTY SCHOOL DISTRICT**

### **Athletic/Co-Curricular Hiring Procedures**

The hiring process begins with the notification of a vacancy or open position and ends with the recommendation to hire. The hiring process is the responsibility of the Office of Athletics/Co-Curricular Activities.

1. Supervisor of Athletics/Co-Curricular Activities becomes aware of staffing needs in a program/club:
  - a. Resignation
  - b. Retirement
  - c. Other
2. Athletic Coordinator notifies the Office of Athletics/Co-Curricular Activities of the position that needs to be posted. All positions will be posted in accordance with employment contracts and agreements. All applications are to be sent to the Athletic Coordinator of the school athletic program/Principal of the school non-athletic supplemental club for initial screening of required skills and qualifications.
3. The Office of Athletics/Co-Curricular Activities will post positions by any one or a combination of the following:
  - a. School bulletin boards
  - b. District website
  - c. NYPAHELPWANTED.com
  - d. District 10 website
  - e. District 9 website
4. If a screening process is to be used, measurable first hand knowledge or an applicant or that gained from listed references may be evaluated. A numeric score shall indicate that the highest regarded applicants will be offered an interview.

5. Athletic Coordinator/Administrator will select candidates for initial interview and will select members of an interview team. Interview teams should consist of a combination of the following:
  - a. Athletic Interviews – Head Coach:
    - Principal
    - Athletic Coordinator
    - Supervisor District-Wide Athletics
    - Head Coach of another program
    - Parent
  - b. Athletic Interviews – Assistant Coach:
    - Principal
    - Athletic Coordinator
    - Head Coach of program
6. For athletic program interviews: The Athletic Coordinator will prepare forms and packets for the interview team members and schedule teams to meet prior to the first scheduled interview to review documents. Interview team packets for athletic positions will include the following:
  - a. Candidate Applications (will include a minimum of):
    - Cover letter
    - Resume
    - Clearances (3)
    - Letters of Reference (3)
  - b. Interview protocol
  - c. Job description
  - d. Questions for candidates (the same questions will be asked of all candidates – refer to interview protocol)
  - e. Evaluation forms
7. When the interview process is necessary for other co-curricular positions the Supervisor of District-Wide Athletics and Co-Curricular Activities will select candidates for initial interview and will select members of an interview team. Interview teams should consist of a combination of the following:
  - a. All-County Musical – Director and Producer
    - Supervisor District-Wide Athletics and Co-Curricular Activities
    - Central Office supervisor of above position
    - “Arts” staff member at the building level
  - b. All-County Musical – Additional Positions
    - Supervisor District-Wide Athletics and Co-Curricular Activities
    - ACM Director
    - ACM Producer
8. The interview team facilitator (supervisor/administrator) will document deliberation among interview team. All documentation from the interview will be returned to the Office of Athletics/Co-Curricular Activities.

9. The team facilitator or designee will contact references. Documentation of reference inquiries will be made on the "Reference Check Form" and returned to the Office of Athletics/Co-Curricular Activities.
10. After an offer of employment, the candidate will be given employment paperwork or directed to the district website by the Athletic Coordinator. Remember, we do NOT hire; we recommend to the Board for approval. The candidate is not an employee until the Board approves him/her. The candidate will have 30 days from the date of hire to complete and return all employment paperwork to the Athletic Coordinator/Office of Athletics/Co-Curricular Activities or forfeit his/her rights to employment.
11. The Superintendent or his/her designee is authorized to grant temporary approval for holders of supplemental contracts upon receipt of a recommendation if their responsibilities begin prior to the date of anticipated Board approval. The full Board will be asked to act upon that recommendation at the earliest opportunity.
12. With the exception of All-County Musical positions, Non-Athletic Supplemental Contracts may be approved by the Board of School Directors based solely upon an administrator's recommendation. That recommendation shall examine the qualifications of candidates.