

HUMAN RESOURCE**EXTRACURRICULAR ACTIVITIES ASSIGNMENTS**

Extracurricular activities assignments will be made to the best qualified candidate in the form of a contract that conforms to the provisions of WV Code, WV State Board of Education and Ohio County Board of Education policies.

In addition to the provisions of aforementioned law and policy, each contract will include the following:

- A. An understanding and acceptance that the contract adheres to the provisions of WV Code §18A-4-16. However, an extracurricular contract may be terminated at any time pursuant to the provisions of WV Code §18A-2-8.
- B. An understanding and acceptance of the rules of behavior for coaches and sponsors, which are as follows:
 - 1. Adherence to the governing provisions of the Secondary Schools Activities Commission, as applicable to the activity.
 - 2. Adherence to enforcement of the Student Code of Conduct that forbids the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.
 - 3. Adherence to enforcement of all applicable Board of Education policies, school rules and directives.
 - 4. Adherence to enforcement of the tenets of good sportsmanship, in being gracious as both a winner and loser.
 - 5. Professional conduct, courtesy, and respect for all athletes, opposing teams, or participants in the form of appropriate language and behavior.
- C. An understanding and acceptance that extracurricular activities are of secondary importance and a secondary priority for both staff and students. All decisions regarding discipline, class selection, and participation will be made in favor of enhancing the student's growth and maturation as a citizen rather than the possible effect on the team or activity.
- D. An understanding that certified teachers shall be issued continuing extracurricular contract following satisfactory evaluation pursuant to WV Board of Education Policy 5310 and

completion of a three year probationary period in the extracurricular assignment.

- E. An understanding that extracurricular contracts for individuals holding a West Virginia Coach Authorization shall be subject to annual approval by the Ohio County Board of Education following posting of the position.
- F. Credentials that must be completed prior to hiring:
 - 1. Application
 - 2. Official Transcript/High School Diploma
 - 3. Resume
 - 4. Applicable Valid Certification/License (Minimum \$25.00 charge) NOTE: A license obtained by taking the Coaching Class rather than being a certified teacher must be renewed each year prior to being hired and the cost is \$25.00.
 - 5. Passing Score of Required Test(s)
 - 6. Interview
 - 7. Fingerprint and completed Record Request Check Card (\$34.00 charge)
 - 8. Employment Eligibility Verification - Form I-9
 - 9. Drug Free Workplace Statement
 - 10. WVEIS Employee Information
 - 11. Payment of Required Fees
- G. The following must be completed within one week after hiring.
 - 1. Chest X-Ray or Tuberculin Skin Test (PPD)
 - 2. W-4 Form
 - 3. Signed Employment Contract
 - 4. Verification of Prior Coaching Experience

POLICY REVIEWED: June 9, 2014

POLICY REVISED: August 14, 2000

POLICY ADOPTED: March 27, 1979

OHIO COUNTY BOARD OF EDUCATION