



HIRING AND EVALUATION OF COACHES/ADVISORS

It is the intent of the Regional School Unit-24 (RSU) Board (RSUB) that the RSU provide a quality coach/advisor (C/A) for all Co-Curricular Activities (CCA). The RSUB realizes that the most essential factor in an educationally sound CCA is having a well qualified C/A. The C/A is the most important link between CCA and the instructional program and the principals of Maine's System of Learning Results, between CCA and character development, and between CCA and life long health, fitness, social adaptability and enjoyment.

The RSUB's view of a Well-Qualified Coach/Advisor

Coaching/Advising a CCA is a special kind of teaching. A C/A not only teaches, refines and reinforces skills and talent, but is a role model for all students in their program. Beyond knowledge of the rules, requirements and fundamentals of the CCA, a well-qualified C/A will have organizational, communication, motivational and most importantly, good teaching skills. A well-qualified C/A appreciates the influence he/she has as a role model and mentor, and will always conduct him/her self accordingly.

In addition to these fundamentals, a C/A:

1. Understands that, first and foremost, they are a teacher.
2. Is always sensitive to the needs of maturing students and assists in their intellectual, social, emotional and physical development.
3. Recognizes that students are diverse in their characteristics and backgrounds, including their age, maturity, size, talent and culture and adjusts his/her approach accordingly.
4. Has a realistic sense of the level at which students should be expected to perform.
5. Promotes self-discipline, respect, and good sportsmanship at all times.
6. Communicates in a positive manner rather than through intimidation.
7. Encourages a competitive spirit in competitions, but not a "win at any cost" attitude.
8. Provides a fair opportunity for students to participate in competition.
9. Recognizes the difference between developmental and competitive type programs.

10. Encourages students to explore various CCA, to assist them in becoming a “better rounded” individual.
11. Recognizes the need for balance in the lives of students, including academics, family time, social time and time to “just be kids”!
12. Adheres to the same, or higher, standards of conduct with respect to students as classroom teachers do.

C/A job descriptions:

The Building Administrator (BA) will be responsible for ensuring Athletic Director(s) (AD) developing job descriptions for C/A’s (including assistants, managers, timekeepers, accompanists, etc.) are consistent with the RSUB’s view of coaching/advising. Job descriptions will be presented to the RSUB by the superintendent, for their approval.

Hiring and assignment of C/A’s.

It is the intent of the RSUB to hire well qualified C/A’s for all programs. Because of the relationship between teaching and C/A, it will be the RSU’s practice to secure all (to the extent practicable) from the Professional staff. If it becomes necessary to hire individuals from outside the Professional staff, the superintendent shall recommend only those persons deemed to have sufficient knowledge and experience to teach students in keeping with the RSUB view of coaching/advising, knowledge of the activity, experience in working with students, current training in First Aid and cardio-pulmonary resuscitation (CPR) and a current criminal background investigation, including fingerprinting, as required by state law.

The superintendent will, at a scheduled meeting, advise the RSUB of any/all prospective C/A’s that are to be hired within the RSU. (This is advisory only)

Consistent with the RSUB’s policies on hiring and nondiscrimination/equal opportunity/affirmative action, the superintendent will be responsible for developing and/or implementing procedures for recruiting, selecting, recommending and assigning C/A’s.

All persons hired as a C/A must have met ALL requirements as required for their respective area by the Maine Principals Association, RSU Policy, Department of Education and Maine State Law prior to working with RSU students.

Hiring of C/A shall be on an annual or seasonal basis, with no expectation of any follow-on employment in any coaching position.

C/A’s may be disciplined or terminated in accordance with RSU Policies and/or current Laws and/or administrative procedures.

Evaluation of C/A's.

In an effort to maintain the integrity of the RSU CCA programs, C/A's will be evaluated seasonally/annually, as applicable.

The superintendent will be responsible for developing and implementing a process for evaluation of C/A's. It is expected that the process will include a self-appraisal component. Both the administrative and self appraisal evaluation will include knowledge, skills and techniques, interaction with and respect for students, good sportsmanship, organizational skills, attitude, communication skills and ethics.

The superintendent may add to the items to be included in the evaluations as he/she sees fit.

B/A's are responsible for ensuring all C/A's in their school are evaluated. The RSU AD will evaluate (or approve the evaluation of) all high school C/A's and submit completed evaluations to the appropriate BA.

NOTE #1: The RSUB reserves the right to withdraw the RSU sponsorship of any RSU CCA at any time, at the sole discretion of the RSUB.

NOTE #2: In any CCA that is designated as an "RSU – 24" CCA and is not specifically associated with either RSU high school, the RSU AD will assume both the BA and AD functions.

Reference: JJIC – Philosophy of Coaching
JJICA – Co-Curricular Sponsorship
KJA – Relations with Booster Groups
MPA Coaching Guidelines: http://www.mpa.cc/id_sports_bf.html

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