

3120C - APPOINTMENT OF PERSONNEL TO COMPENSATED CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

If requested by the principal or athletic director, Human Resources shall post advisor or coaching positions on the website of the Wisconsin Education Career Access Network (WECAN).

The following guidelines shall apply:

- A. Applications for co-curricular activities and extra-curricular activities are to be made to the principal or athletic director. A head advisor or head coach typically should be consulted when hiring assistants. The principal or athletic director shall ensure that the advisor or coach has the appropriate qualifications and is properly interviewed.
- B. Individuals appointed to advisor or coaching positions shall receive information pertinent to their position. That information shall include, at a minimum, the position to which they have been appointed, the compensation for that position, and the school(s) where they will be working.
- C. Advisors and coaches are subject to all relevant personnel policies of the Wauwatosa School District. Those include, but are not limited to, the following:
 - a. 3121: Criminal History Record Check
 - b. 3122.01: Drug-Free Workplace
 - c. 3215: Use of Tobacco by Staff
 - d. 3216: Staff Dress & Grooming
 - e. 3217: Weapons
 - f. 3362: Employee Anti-Harassment
 - g. 3362.01: Threatening Behavior Toward Staff Members
- D. For those advisors or coaches who are regular employees in a different capacity in the District, the building administrator responsible for the supervision of the staff member's regular assignment shall notify the Director of Human Resources if this extra assignment may, in any way, affect the quality of his/her regular assignment.
- E. Assignments do not carry over automatically from year to year. At the discretion of the supervising administrator, any such positions may be re-opened.

*Approved/Adopted: July 13, 2009
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