



Book	Policy Manual
Section	Ready for the Board
Title	Copy of EMPLOYMENT OF PERSONNEL FOR EXTRA-CURRICULAR ACTIVITIES
Code	po3120.08
Status	
Legal	WV Code 18A-4-16, 18A-3-2a West Virginia Board of Education policy 5202
Adopted	January 22, 2015
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3120.08 - **EMPLOYMENT OF PERSONNEL FOR EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may find it necessary to employ personnel for extra-curricular assignments. Extra-curricular duties shall mean, but not be limited to, any activities that occur at times other than regularly scheduled working hours, which include the instructing, coaching, chaperoning, escorting, providing support services or caring for the needs of students, and which occur on a regularly scheduled basis.*

The assignment of teachers to extra-curricular assignments shall be made only by mutual agreement of the employee and the Superintendent, or designated representative, subject to Board approval.*

The employee and the Superintendent, or a designated representative, subject to Board approval, shall mutually agree upon the maximum number of hours of extra-curricular assignment in each school year for each extra-curricular assignment.*

The terms and conditions of the agreement between the employee and the Board shall be in writing and signed by both parties.*

An employee's contract of employment shall be separate from the extra-curricular assignment agreement and shall not be conditioned upon the employee's acceptance or continuance of any extra-curricular assignment proposed by the Superintendent, a designated representative, or the Board.*

Within the category of other certificates and permits, the State Superintendent may issue certificates for persons to serve in the public schools as athletic coaches or other extra-curricular activities coaches whose duties may include the supervision of students, subject to the following limitations:

- A. such person shall be employed under a contract with the County Board of Education which specifies the duties to be performed, which specifies a rate of pay equivalent to the rate of pay for professional educators in the county who accept similar duties as extra-curricular assignments and which provides for liability insurance associated with the activity

Such person shall not be considered employees of the Board for salary and benefit purposes other than as specified in the contract.

- B. such person completes an orientation program designed and approved in accordance with State Board rules.**

This policy does not preclude the Board from entering into an extra-curricular coaching assignment agreement with an individual employed by another county's board of education provided both county boards of education agree to the proposed arrangement.

~~Effective with the retirement of an employee on or after July 1, 2021, any~~ An extracurricular contract of ~~the an~~ employee shall terminate when ~~an~~ the employee retires. Nothing prohibits a retired employee from ~~apply~~ applying for and, if they are the successful applicant, becoming employed in an extracurricular assignment or other position with the Board consistent with the rules for the employment of retirees established by the consolidated public retirement board.*

The Board of Education recognizes that the secondary school principals have the primary authority and responsibility for directing all extra-curricular activities.

Authorized Certified Coaches

All individuals working as athletic coaches must be approved annually by the Board of Education as an employed coach under an extracurricular contract or as an authorized certified coach.

An authorized certified coach must hold a valid West Virginia teaching license or coaching authorization and must be recommended by the school principal and approved by the Board for the sport in which they will coach.

An authorized certified coach's services are gratuitous to and for the benefit of Jackson County Schools and are without compensation, remuneration or pay.

The Superintendent of Schools is hereby authorized and directed to develop and implement written administrative procedures for the approval and use of authorized certified coaches.

No coach, employed or authorized certified coach, may be paid directly by other individuals or organizations for services associated with coaching contracts. The Board will consider the establishment of coaching positions to be funded from outside sources as requested, but any such practices approved must be filled and paid through normal Board procedures.

*This language comes directly from Statute, West Virginia Code 18A-4-16; policy provisions are mandated by the Statute.

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