

## **SERIES 500 – PERSONNEL**

### **Co-curricular Coaches and Advisors - 550**

#### **Co-curricular Advisor and Coaching Recruiting & Hiring (551)**

When a vacancy for a co-curricular position opens at the Norwalk-Ontario-Wilton School District, the goal is to hire the most qualified person for the position taking into account the knowledge of the activity along with the understanding child development and the vision and mission of the school. When a vacancy occurs for all school district activities or athletics, at minimum, the position will be advertised:

- To all school district staff on school district e-mail.
- On the school district web-site.
- In the County Line.

Once applications are received by the posted deadline, interviews will be held by procedures determined by the District Administrator. The successful applicant will receive a Letter of Assignment for the position. The Letter of Assignment will include:

- The activity for which the successful candidate will be assigned.
- The timeline that indicates when the activity takes place.
- The wage or salary that the person will receive once the activity is completed.  
(For athletics, the Athletic Director determines when a coach will be paid once all uniforms and equipment are collected and inventoried.)

Unsolicited applications or letters of interest for future or potential employment positions will not be accepted by the Norwalk-Ontario-Wilton School District.

Legal Reference: WI Stats. 111.31, 111.395, 118.195, 118.20, 120.12(1)

Cross Reference: Policy 511 – Equal Opportunity Employment  
Policy 551.1 – Athletic Coach Qualifications  
Policy 551.2 – Job Description of Jr. & Sr. High Athletic Coaches  
Norwalk-Ontario-Wilton School District Teacher Handbook

Approved: 2/16/2015