

**EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/  
EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the District's classified staff or individuals from the community or nearby areas. The Board authorizes the Superintendent to recommend such candidates for employment by the Board.

The Superintendent shall ensure that each person employed as a coach or activity sponsor has the appropriate qualifications including a valid Pupil Activity Program Permit issued by the State Board of Education under Revised Code 3319.303A, has been properly interviewed, and signs an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures.

Each supplemental employment contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the duties of the activities advisor or coach;
- C. the salary at which the person is employed;
- D. the intervals at which salary shall be paid;
- E. such other matters as may be necessary to a full and completed understanding of the contract;
- F. the employee who will evaluate their contract.

Personnel must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District.

Personnel must also pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation.

No individual employed by the Board for any co-curricular or extra-curricular activity may accept compensation from any third party or source, including, but not limited to booster, parent or other District support organization, for the performance of his/her official duties or as a supplement to his/her compensation from the Board.