

AGREEMENT

BETWEEN

ANACORTES SCHOOL DISTRICT



AND

ANACORTES CO-CURRICULAR ASSOCIATION

September 1, 2018- August 31, 2020

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AGREEMENT
between
ANACORTES SCHOOL DISTRICT AND
ANACORTES CO-CURRICULAR ASSOCIATION

September 1, 2019 August 31, 2022

PREAMBLE

This Collective Bargaining Agreement, hereinafter referred to as the “Agreement”, is made and entered into by the Anacortes School District, hereinafter referred to as the “District”, and the Anacortes Co-Curricular Association, herein-after referred to as the “Association”.

The purpose of this Agreement is to set forth the understandings reached between the parties with respect to wages, problem-solving approaches to issues, and other conditions of employment for employees of the District who are represented by the Association as set forth herein.

In accordance with the provisions of the Public Employees Collective Bargaining Act (RCW 41.56) and regulations promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the parties agree as follows:

Article I. **RECOGNITION AND BARGAINING UNIT**

The District recognizes the Association as the sole and exclusive bargaining representative for all employees holding positions listed in Appendix A. All terms and conditions of this Agreement apply to all employees unless specifically stated otherwise.

The bargaining unit to which this Agreement is applicable shall be all those who perform work for the District in co-curricular and coaching positions as listed in Appendix A. The parties understand that all other employees of the District are excluded; Including all, confidential, managerial, supervisory, certificated, classified and substitute employees.

Article II. **MANAGEMENT RIGHTS**

It is agreed and understood that the Employer has the right to operate and manage the District, including, but not limited to: the right to require standards of performance; to direct employees; to determine job assignments; to determine equipment to be used; to determine staffing requirements and whether the whole or any part of the Employer’s operations shall continue to operate; to select and hire employees; to promote and demote employees; to discipline and discharge employees; to lay off employees due to insufficient funds or lack of work; to promulgate rules, regulations and policies, provided that, such rights shall not be exercised so as to violate any of the specific provisions of this Agreement.

Article III. **APPROPRIATE MATTERS FOR NEGOTIATION AND
PROBLEM-SOLVING**

Section 3.01 NEGOTIATIONS BETWEEN THE PARTIES

It is agreed that matters appropriate for negotiation between the parties are personnel matters affecting wages, hours and working conditions defined by RCW 41.56; Its sub-sections and corresponding WAC.

To that end the parties commit to adopt a problem-solving approach to issues that may arise during the term of this Agreement. Specifically, within sixty (60) calendar days prior to the expiration of this agreement, the parties, at the request of either the District or the Association, will set a meeting time and date within five (5) work days of such request to address in good faith any issue that may arise between the parties. Such meeting will take place no later than one (1) month after the request is made. The parties commit to use an interest based approach to such discussions and will search for solutions to issues that are consistent with each party's interests.

Section 3.02 AGREEMENTS DURING THE TERM OF THE AGREEMENT

Mutually determined solutions to issues which may arise during the term of this Agreement may, at the option of either party, be reduced to writing and added to this Agreement as a new Section or Article. The parties may also choose to resolve issues by modifying a practice, by adopting a Memorandum of Understanding, or by other mutually agreed to solutions.

Section 3.03 LABOR/MANAGEMENT COMMITTEE

A committee consisting of those representatives of the Association designated by the Association and representatives of the District shall meet periodically, at times mutually agreed upon, to discuss matters of mutual concern.

Article IV. **EVALUATION OF COACHES**

Each secondary coach will be evaluated in his/her first year in the position. Subsequently, head coaches will be evaluated more frequently upon the request of the coach or if the administrator determines it to be necessary. Evaluations will be completed within thirty school days after the close of the season. Appendix B (Evaluation of coaches) will be the new form

Article V. **TERMS AND CONDITIONS OF EMPLOYMENT**

Terms and Conditions of Employment Appointment to coaching or other positions included within the bargaining unit are on a continuing basis except as provided below.

In the first three continuous years in a position covered by this agreement, an employee who is not advised within sixty (60) days of the end of an activity of WIAA defined sports season including playoffs his or her contract will not be renewed for the ensuing year shall have the right of contract renewal for the same position, if it is filled and the sport or activity offered, for the ensuing year. The District's determinations during this 30-day period are within its sole discretion and are not subject to review in the grievance process. Any District determination beyond the 60-day period not to renew a contract for the ensuing year shall be for just cause.

After initial three years, positions included within the bargaining unit are on a continuing basis as long as it is filled, and the sport or activity is offered.

Section 5.01 LIABILITY COVERAGE

The District will provide liability insurance coverage for Employees with co-curricular duties equal to the coverage provided other employees of the District.

Section 5.02 DISCIPLINE AND DISCHARGE

No employee will be disciplined or discharged during the season/activity without just cause. The District will follow a process of progressive discipline as follows: 1. Oral Warning, 2. Written Reprimand, 3. Suspension, 4. Discharge. Any disciplinary action shall be appropriate to the behavior which precipitates such action. The employee will have the right to have a representative present at any meeting involving discipline. No employee will be discharged in a year he/she has not been evaluated, unless said employee demonstrated behavior requiring disciplinary action and/or conducted themselves in a non-ethical and/or non-professional manner.

Section 5.03 LAYOFF

If it is necessary to lay off employees due to insufficient funds or numbers of participants in an activity/sport the least senior person in each job category will be the first person laid off unless, in consultation with the Head Coach, there are specific over-riding factors such as: certificated staff vs. outside employee, and/or demonstrable skills in the specific activity greater than senior employee(s).

Article VI. **DISPUTE RESOLUTION PROCESS**

Section 6.01 PURPOSE

The purpose of this procedure is to provide for an orderly adjustment of disputes that may arise between the parties as a result of application of the provisions of this Agreement or as a result of their inability to reach agreement through the problem-solving process contained in Article III, Section 1 herein.

Employees may choose to be accompanied by a representative of the Association at any step of this process.

Section 6.02 IMMEDIATE SUPERVISOR

(A) Employee Concerns: An employee who believes a provision of this Agreement has been inappropriately applied will first discuss the concern with his/her immediate supervisor, (athletic director or building principal, as appropriate). If, within three work days of the discussion, the immediate supervisor is unable to resolve the issue, the employee may bring the issue to the next level within the building, if applicable. If the issue is still unresolved, the employee may proceed to Step 2 below.

(B) District or Association Concerns: After good faith attempts to resolve issues through the Problem-Solving Process contained in Section 1 of Article III above, either party may proceed to Step 3 below.

Section 6.03 SUPERINTENDENT

An employee who is dissatisfied with the response of the immediate supervisor may schedule a meeting with the Superintendent or Designee to discuss the issue. If, within three work days of the discussion, the Superintendent is unable to resolve the issue to the satisfaction of the employee the matter may proceed to Step 3 below.

Section 6.04 REVIEW PANEL

Either party to this Agreement may initiate this Step of the procedure after following the process above. The party initiating this Step of the process shall inform the other affected party in writing of the need to convene a Review Panel to resolve the dispute. Within three work days of notification the parties shall meet to select members of the Review Panel per the following procedures:

- i. The Association will appoint one member to the Panel;
- ii. The District will appoint one member to the Panel;
- iii. The appointed members will jointly select a member of the community to serve as the third member of the panel.

The Review Panel will schedule an informal meeting of the affected parties to listen to a presentation of the dispute, to ask questions of the parties, and to issue a decision which will resolve the dispute.

The decision of the Review Panel is final and binding on the parties, provided, however, that such decision is neither illegal, immoral, or contrary to law, nor a violation of this Agreement.

Section 6.05 SUBSECTION: PARENTAL COMPLAINTS

The District shall promptly notify the employee when a complaint from a parent is received. If the complaint is received by the employee, he/she shall immediately notify the supervisor and/or principal of such complaint. Except when the complaint is judged by the supervisor to lack merit and not require follow-up, the supervisor shall set up a meeting between the employee, parent, supervisor and/or principal to investigate the complaint. This section shall not control complaints of a particularly serious nature (e.g., complaints alleging crimes, sexual harassment, or misconduct involving funds), where prompt notice and/or a meeting would be inconsistent with reasonable practice.

Article VII. **SALARY SCHEDULE**

Section 7.01 JOINT DETERMINATION

Pay provisions and joint determination are determined by the parties and are found herein as Appendix A. Pay rates on Appendix A includes a 3% increase over the previous agreement.

Pay rates listed on Appendix B will be increased.

- Each year following in the contract: Cost of living
- All coaches and advisors shall have equal access to trainings (CPR and van training).

Assistant Coaches • Programs with a Varsity, a JV, and a C team shall have a hired assistant coach.

Broadcast Club • 20 events scheduled with the athletic director and principal, and 10 events to be scheduled flexibly throughout the school year. • \$200 for any event over the 30 scheduled events

Section 7.02 LONGEVITY CLARIFICATION

Members with five or fifteen years of total co-curricular service in the same district program, as an assistant and/or head coach/advisor will qualify for longevity pay. Members with five or more years of experience will receive a 5% increase, and members with fifteen years will receive a 10% increase. Both percentages are computed from the base salary for that position and are reflected in the longevity salary columns of the salary schedule.

Section 7.03 PROCESS TO SET A NEW ACTIVITY STIPEND

The management procedure for consideration of a new activity will be followed. The Executive Director of Finance and Operations will use her/his best judgment based on recommendations of the principal and directors to set a salary in the appropriate range.

The salary will be reviewed and approved by the District and the Association prior to the start of a new school year.

If time and/or schedule do not allow a timely decision to be reached, the stipend set by the Executive Director of Finance and Operations will be in effect for the first year. During that year, the District and the Association will meet and confer to review and establish stipend.

If the administration requests that the activity expand its function in the district, the Association and the Executive Director of Finance and Operations will review the stipend to determine whether an increase is warranted.

Section 7.04 OTHER PROVISIONS

The District will create a pool of \$5,000 annually to cover the registration costs of mandatory training and or required clinics for all association members.

The District will not require any association member to drive a van or car to carry students whenever there are more than nine (9) students participating.

APPENDIX A—STIPEND REQUEST FORM

ACCA- Co-Curricular
Stipend Request Form

(in accordance with Article VII, Section 3)

DATE OF REQUEST:

POSITION CONTROL NUMBER: _____

EMPLOYEE NAME:

LOCATION:

- HIGH SCHOOL- Submit to AAD
- MIDDLE SCHOOL-Submit to Principal
- ELEMENTARY SCHOOL-Submit to Principal
 - IV FID MT.ERIE WHITNEY

REQUESTED POSITION TITLE:

*

TYPE OF STIPEND: ATHLETICS ACTIVITY

NUMBER OF STUDENTS INVOLVED:

TYPE OF REQUEST:

NEW

Job Description is required to be attached to this form including purpose, job responsibilities, time commitment, number of onsite meetings per year, requirements for offsite activities, etc.

ADDITIONAL STIPEND

Explanation of reason why an additional stipend is necessary for a current position required

EXISTING STIPEND REVIEW

Explanation of reason why an a review of the stipend is necessary, including history of responsibilities and change in responsibilities (also whether district requested increase or staff requested increase in responsibilities)

JUSTIFICATION FOR REQUEST – (Provide details of request and attach additional information if necessary)

Requestor Signature/ Date

Supervisor Approval/Date

Funding Source (to be completed by Supervisor)

ACCA- Co-Curricular Stipend Request Form

(in accordance with Article VII, Section 3)

Director of Finance Use Only:

Approved Denial

Authorization name/signature

Stipend Amount per Salary Schedule

Account code for payment

Justification for Stipend Amount from Director of Finance Analysis (attach documentation if necessary):

If approved a copy of the package would be given to HR and the ACCA union.

APPENDIX B—SALARY SCHEDULE

**2018-2019
ANACORTES SCHOOL DISTRICT-ACCA
CO-CURRICULARY(COACHING) SALARY SCHEDULE**

COACH – HIGH SCHOOL

LEVELS	SPORT/CO-CURRICULAR ACTIVITY	0-5 Years	6-15 Years	16 + Years
LEVEL 1	HS-BASKETBALL - HEAD COACH	7240	7602	8119
LEVEL 1	HS-BASKETBALL - ASSISTANT VARSITY COACH (*)	4053	4256	4545
LEVEL 1	HS-BASKETBALL - JV COACH	5068	5321	5683
LEVEL 1	HS-BASKETBALL - C TEAM COACH	4053	4256	4545
LEVEL 1	HS-FOOTBALL - HEAD COACH	7240	7602	8119
LEVEL 1	HS-FOOTBALL - ASSISTANT VARSITY COACH (*)	4053	4256	4545
LEVEL 1	HS-FOOTBALL - JV COACH	5068	5321	5683
LEVEL 1	HS-FOOTBALL - C TEAM COACH	4053	4256	4545
LEVEL 1	HS-WRESTLING - HEAD COACH	7240	7602	8119
LEVEL 1	HS-WRESTLING - ASSISTANT VARSITY COACH (*)	4053	4256	4545
LEVEL 1	HS-WRESTLING - JV COACH	5068	5321	5683
LEVEL 1	HS-WRESTLING - C TEAM COACH	4053	4256	4545
LEVEL 2	HS-VOLLEYBALL - HEAD COACH	6516	6842	7307
LEVEL 2	HS-VOLLEYBALL - ASSISTANT VARSITY COACH (*)	3648	3831	4091
LEVEL 2	HS-VOLLEYBALL - JV COACH	4561	4789	5115
LEVEL 2	HS-VOLLEYBALL - C TEAM COACH	3648	3831	4091
LEVEL 2	HS-BASEBALL - HEAD COACH	6516	6842	7307
LEVEL 2	HS-BASEBALL - ASSISTANT VARSITY COACH (*)	3648	3831	4091
LEVEL 2	HS-BASEBALL - JV COACH	4561	4789	5115
LEVEL 2	HS-BASEBALL - C TEAM COACH	3648	3831	4091
LEVEL 2	HS-FASTPITCH - HEAD COACH	6516	6842	7307
LEVEL 2	HS-FASTPITCH - ASSISTANT VARSITY COACH (*)	3648	3831	4091
LEVEL 2	HS-FASTPITCH - JV COACH	4561	4789	5115
LEVEL 2	HS-FASTPITCH - C TEAM COACH	3648	3831	4091
LEVEL 2	HS-TRACK - HEAD COACH	6516	6842	7307
LEVEL 2	HS-TRACK -ASSISTANT VARSITY COACH (*)	3648	3831	4091
LEVEL 2	HS-TRACK - JV COACH	4561	4789	5115
LEVEL 2	HS-TRACK - C TEAM COACH	3648	3831	4091
LEVEL 2	HS-SOCCER - HEAD COACH	6516	6842	7307
LEVEL 2	HS-SOCCER - ASSISTANT VARSITY COACH (*)	3648	3831	4091
LEVEL 2	HS-SOCCER - JV COACH	4561	4789	5115
LEVEL 2	HS-SOCCER - C TEAM COACH	3648	3831	4091
LEVEL 2	HS-SWIM - HEAD COACH	6516	6842	7307
LEVEL 2	HS-SWIM - ASSISTANT VARSITY COACH (*)	3648	3831	4091
LEVEL 2	HS-SWIM - JV COACH	4561	4789	5115
LEVEL 2	HS-SWIM - C TEAM COACH	3648	3831	4091
LEVEL 3	HS-BOWLING - HEAD COACH	5721	6007	6414
LEVEL 3	HS-CHEER - HEAD COACH – (FALL & WINTER INCLUDED IN SALARY)	5721	6007	6414
LEVEL 3	HS-CHEER - ASSISTANT COACH- (FALL & WINTER INCLUDED IN SALARY)	4005	4205	4491
LEVEL 3	HS-TENNIS - HEAD COACH	5721	6007	6414
LEVEL 3	HS-TENNIS - ASSISTANT VARSITY COACH (*)	3203	3364	3524
LEVEL 3	HS-TENNIS - JV COACH	4005	4205	4491
LEVEL 3	HS-TENNIS - C TEAM COACH	3203	3364	3524
LEVEL 3	HS-XCOUNTRY - HEAD COACH	5721	6007	6414

LEVEL 3	HS-XCOUNTRY - ASSISTANT VARSITY COACH (*)	3203	3364	3524
LEVEL 3	HS-XCOUNTRY - JV COACH	4005	4205	4491
LEVEL 3	HS-XCOUNTRY - C TEAM COACH	3203	3364	3524
LEVEL 3	HS-GOLF - HEAD COACH	5721	6007	6414
LEVEL 3	HS-GOLF - ASSISTANT VARSITY COACH (*)	3203	3364	3524
LEVEL 3	HS-GOLF - JV COACH	4005	4205	4491
LEVEL 3	HS-GOLF - C TEAM COACH	3203	3364	3524
LEVEL 4	HS-DRILL - HEAD COACH	1738	1824	1949
LEVEL 4	HS-WEIGHT TRAINING (1 POSITION PER QUARTER;3 PER YEAR)	651	684	730

ASSISTANT VARSITY COACH (*) = Trigger for position; if position has Head Coach, JV and C team
First aid/CPR

CO-CURRICULAR-HIGH SCHOOL

	SPORT/CO-CURRICULAR ACTIVITY	0-5 Years	6-15 Years	16 + Years
	HS-CHOIR MUSIC DIRECTOR	5791	6198	6493
	HS-CHOIR ASSISTANT (AMS & AHS one position)	3130	3351	3519
	HS-BAND DIRECTOR	5791	6198	6493
	HS-BAND ASSISTANT (AMS & AHS one position)	3130	3351	3519
	HS-DRAMA DIRECTOR-MUSICAL (Every other year)	4923	5270	5521
	HS-DRAMA DIRECTOR - PLAY	3474	3719	3896
	HS-STAGE CRAFT ADVISOR	2895	3100	3247
	HS-DRAMA ASSISTANT	1898	1993	2088
	HS-DRAMA SET CONSTRUCTION	1441	1542	1616
	HS-DEBATE ADVISOR	4472	4787	5015
	HS-DEBATE ASSISTANT	3130	3351	3519
	HS-ROBOTICS DIRECTOR	5791	6198	6493
	HS-ROBOTICS OUTREACH ADVISOR	3474	3719	3896
	HS-ROBOTICS ASSISTANT FTC ADVISOR	3474	3719	3896
	HS-ASSOCIATED STUDENT BODY – (ASB) ADVISOR	3910	4185	4385
	HS-BROADCAST EVENTS - \$200 for any events over 30 scheduled events	3130	3351	3519
	HS-AUDITORIUM MANAGER	2895	3100	3247
	HS-JOURNALISM ADVISOR	2607	2791	2923
	HS-YEARBOOK ADVISOR	2607	2791	2923
	HS-KNOWLEDGE BOWL ADVISOR	2607	2791	2923
	HS-LINK CREW ADVISOR	2607	2791	2923
	HS- FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA (FCCLA)	2607	2791	2923
	HS-FUTURE BUSINESS LEADERS OF AMERICA- (FBLA)	2607	2791	2923
	HS-ANNUAL ADVISOR	2607	2791	2923
	HS-MATH TEAM ADVISOR	2607	2791	2923
	HS-BROADCAST CLUB ADVISOR	2607	2791	2923
	HS-KEY CLUB	2280	2441	2557
	HS-HONOR SOCIETY CLUB	2280	2441	2557
	HS-GREEN CLUB	1955	2093	2192
	HS-ARTS CLUB	1955	2093	2192
	HS-LINK CREW CLUB	1955	2093	2192
	HS-MISC. CLUB ADVISOR	1441	1542	1616
	HS-CLASS ADVISORS (9-12 ALL GRADE LEVELS)	1441	1542	1616
	HS-GAY STRAIGHT ALLIANCE CLUB	1441	1542	1616
	HS-MULTICULTURAL CLUB	1441	1542	1616

**2018-2019 ANACORTES SCHOOL DISTRICT-ACCA
CO-CURRICULARY(COACHING) SALARY SCHEDULE**

COACH – MIDDLE SCHOOL

	0-5 Years	6-15 Years	16 + Years
MS-BASKETBALL – HEAD COACH	1998	2139	2241
MS- BASKETBALL – ASSISTANT COACH	1399	1497	1569
MS- WRESTLING- HEAD COACH	1998	2139	2241
MS- WRESTLING – ASSISTANT COACH	1399	1497	1569
MS- SOCCER- HEAD COACH	1998	2139	2241
MS- SOCCER – ASSISTANT COACH	1399	1497	1569
MS- VOLLEYBALL – HEAD COACH	1998	2139	2241
MS- VOLLEYBALL – ASSISTANT COACH	1399	1497	1569
MS-CROSS COUNTRY- HEAD COACH	1998	2139	2241
MS-CROSS COUNTRY – ASSISTANT COACH	1399	1497	1569
MS-TRACK- HEAD COACH	1998	2139	2241
MS- TRACK – ASSISTANT COACH	1399	1497	1569
MS-GOLF	1153	1234	1293
MS-INTRAMURAL COORDINATOR (Note: Grandfathered pay for 1,898 for 18-19 only)	1153	1234	1293
MS-FITNESS CENTER	1441	1469	1469
MS-CHOIR	1955	2093	2192
MS-BAND	1955	2093	2192
MS-DRAMA DIRECTOR	1955	2093	2192
MS-ART CLUB ADVISOR	1441	1542	1616
MS-ROBOTICS ASSISTANT ADVISOR	1441	1542	1616
MS-W.E.B. CREW ADVISOR	1441	1542	1616
MS-ASB ADVISOR	1441	1542	1616
MS-YEARBOOK	1441	1542	1616
MS-HAWKTV	1441	1542	1616
MS-MISC. CLUB ADVISOR	1441	1542	1616

CO-CURRICULAR-ELEMENTARY

ELEM-MUSIC-CHORAL	2201	2356	2469
ELEM-MUSIC DIRECTOR-AS APPROVED	1441	1542	1616
ELEM-DRAMA DIRECTOR-AS APPROVED	1441	1542	1616
ELEM-DRAMA ASSISTANT-AS APPROVED (70%)	1008	1079	1131
ELEM-SCHOOL CLUBS-MISC	1441	1542	1616
ELEM-SCHOOL PATROL	1441	1542	1616
ELEM-SPELLING BEE	652	698	731
ELEM-FUN RUN	652	698	731
ELEM-MOUNTAIN SCHOOL-COORDINATOR (ONE PER BUIDLING)	652	698	731
ELEM-MUSIC-CHORAL	2201	2356	2469
ELEM-MUSIC DIRECTOR-AS APPROVED	1441	1542	1616
ELEM-DRAMA DIRECTOR-AS APPROVED	1441	1542	1616
ELEM-DRAMA ASSISTANT-AS APPROVED	1008	1079	1131
ELEM-SCHOOL CLUBS-MISC	1441	1542	1616

APPENDIX C—EVALUATION FORMS (HEAD COACH, ASSISTANT COACH AND MIDDLE SCHOOL COACH)

Anacortes High School Head Coach Evaluation						
Date:		Season:				
Employee:		Sport:				
Position:		Date:				
Key:	S-Satisfactory	G-Area of Growth	U-Unsatisfactory	S	G	U
Professional Competence						
1	Is knowledgeable in the technical, strategic and philosophical aspects of his/her sport					
2	Is able to motivate athletes					
3	Uses positive reinforcement					
4	Gives corrective feedback					
Leadership						
1	Shows emotional stability and self-control in carrying out his/her duties					
2	Promotes sportsmanship					
3	Maintains a professional relationship with officials, opponents, parents and media					
4	Stresses/Teaches fundamental skills					
Organization and Planning						
1	Follows proper ASB and district policies in purchasing equipment					
2	Maintains updated equipment and inventory records					
3	Ensures all athletes meet eligibility requirements					
4	Effectively plans daily practices					
5	Provides athletic department updated roster for all teams (V, JV and C)					
6	Is able to adequately manage budget for his/her sport					
7	Makes sure all volunteers have been properly cleared with district					
Student Discipline						
1	Uses appropriate player discipline and disciplinary procedures					
2	Communicates effectively with parents regarding standards and discipline					
Total School Program						
1	Understands and promotes the role of athletics in education; education-based athletics					
2	Supports all other sports in the athletic program					
School/Community Relations						
1	Maintains a professional relationship with school staff, parents and community					
2	Maintains a professional relationship with same sport at middle school					
3	Maintains a professional relationship with same sport within community					
Student/Safety						
1	Is knowledgeable of the factors related to proper exercise					
2	Takes appropriate measures for the prevention and care of injuries					
3	Maintains a proper 1st aid kit for athlete care					
4	Adequately supervises players at home and away					
Professional Relationships						
1	Maintains a professional relationship with the district and school administration					
2	Maintains a professional relationship with athletic director					
3	Maintains a professional relationship with fellow coaches					
4	Maintains a professional relationship with Booster Association					
Communication						
1	Communicates effectively with school administration and staff					
2	Communicates effectively with team members					
3	Communicates effectively with parents					
4	Communicates effectively with coaching staff					
5	Communicates effectively with ASB staff					
6	Communicates effectively with the media					
ADDITIONAL COMMENTS:						
Areas of strength from this season:						
Areas of improvement for next season:						

Strengths/concerns with Assistant Coaches:

Goals for next season:

How can the Athletic Director meet your needs and the needs of the program?

Coach Checklist

First Aid		Attendance	
CPR		Season Ending Awards/Certs/Letters	
Concussion		Parent Meeting	
Sudden Cardiac		Athletic Dept Policies/Procedures	
WIAA General Rules		ASB & Booster Club	
WIAA Specific Sport Rules		Reporting Scores	
NWC Post-Season Meeting		Eligibility	

Recommendation:

Rehire for the subsequent season

Non-renewed

Coach does not wish to continue in this position

Employee's Signature

Date

Athletic Director's Signature

Date

The employee and the administrator shall sign the evaluation in the acknowledgment of having reviewed the evaluation.
The employee may, at their option, file a written statement to accompany the evaluation in areas of evaluation disagreement.
Route: Original signed evaluation to Human Resources

**Anacortes High School
Assistant Coach Evaluation**

Date:		Season:	
Employee:		Sport:	
Position:		Yrs of Experience:	

Key:		S-Satisfactory	G-Area of Growth	U-Unsatisfactory	S	G	U
Professional Competence							
1	Is knowledgeable in the technical, strategic and philosophical aspects of his/her sport						
2	Is able to motivate athletes						
3	Uses positive reinforcement						
4	Gives corrective feedback						
Leadership							
1	Shows emotional stability and self-control in carrying out his/her duties						
2	Promotes sportsmanship						
3	Maintains a professional relationship with officials, opponents, parents and media						
Student Discipline							
1	Uses appropriate player discipline and disciplinary procedures						
School/Community Relations							
1	Maintains a professional relationship with school staff, parents and community						
Student/Safety							
1	Is knowledgeable of the factors related to proper exercise						
2	Takes appropriate measures for the prevention and care of injuries						
4	Adequately supervises players at home and away						
Professional Relationships							
1	Maintains a professional relationship with the district and school administration						
2	Maintains a professional relationship with athletic director						
3	Maintains a professional relationship with fellow coaches						
Communication							
1	Communicates effectively with school administration and staff						
2	Communicates effectively with team members						
3	Communicates effectively with parents						
4	Communicates effectively with coaching staff						

ADDITIONAL COMMENTS:

Recommendation:

Rehire for the subsequent season

Non-renewed

Coach does not wish to continue in this position

Employee's Signature _____ Date _____ Evaluator's Signature _____ Date _____

The employee and the administrator shall sign the evaluation in the acknowledgment of having reviewed the evaluation.
The employee may, at their option, file a written statement to accompany the evaluation in areas of evaluation disagreement.

Anacortes Middle School
 () Head Coach Evaluation () Assistant Coach Evaluation

Date:		Season:
Employee:		Sport:
Position:		Yrs of Experience:

Key: S-Satisfactory G-Area of Growth U-Unsatisfactory S G U

Professional Competence

1	Is knowledgeable in his/her sport			
2	Is able to motivate athletes with positive reinforcement			
3	Treats athletes fairly and appropriately			

Leadership

1	Promotes sportsmanship			
2	Maintains a professional relationship with officials, opponents, parents			
3	Follows district policies			

Organization and Planning

1	Effectively plans daily practices			
2	Maintains paperwork, equipment and inventory			

Student Discipline

1	Uses appropriate player discipline and disciplinary procedures			
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School/Community Relations

1	Maintains a professional relationship with school staff, parents and community			
---	--	--	--	--

Student/Safety

1	Adequately supervises players at home and away			
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ADDITIONAL COMMENTS:

Employee's Signature _____ Date _____ Evaluator's Signature _____ Date _____

The employee and the administrator shall sign the evaluation in the acknowledgment of having reviewed the evaluation.
 The employee may, at their option, file a written statement to accompany the evaluation in areas of evaluation disagreement.

APPENDIX D--COACHING POSTSEASON

All coaches and advisors (including Band and Choir) who have students qualify for events above and beyond the regular “season” should be able to access postseason pay.

Agreed to add under “Non-sanctioned” on form