



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

4111.3 – Process for Hiring Head Coaches

Approved on June 2, 2014 | Revised on April 6, 2020

- A. The Talent Development Office shall post the position both internally and externally.
- B. Once the interested candidates have applied, the Coordinator of Athletics, in consultation with the High School Principal, shall determine whether the interested candidates possess the required qualifications necessary for the position based on the job description.
- C. The Coordinator of Athletics and the High School Principal shall review the background of each candidate and the Talent Development Office shall then notify candidates whether or not further consideration will be given to their application.
- D. After reviewing applicants, a pool of candidates will be selected using the following order of preference whenever practicable:
 - a. Certified faculty assigned to the building in which the coaching vacancy exists;
 - b. Certified faculty assigned to a building other than where the vacancy exists;
 - c. Certified Substitute teachers;
 - d. Non-faculty school employees;
 - e. Individuals who are not employed by the school district in any capacity.
- E. A committee appointed by the Superintendent made up of a minimum of the Coordinator of Athletics and the High School Principal, or their designee, will interview the candidates to determine the best candidate for the position.
- F. The committee will then recommend a selected candidate or candidates to the Superintendent using the application for extra-curricular assignment form originally submitted by the candidate.
- G. The application forms and recommendations will be reviewed by the Director of Personnel and Talent Development.
- H. The recommendation will then be reviewed by the Superintendent and, if approved, will be submitted to the Board for approval on the personnel transaction sheets.
- I. All coaches who are hired from outside the school district will be processed through a criminal background check and other orientation process, which are given to regular employees.