

Descriptor Term:
EMPLOYEE ASSIGNMENTS, REASSIGNMENTS AND
TRANSFERS AND COACHING ASSIGNMENTS AND
NON-EMPLOYEE COACHES

Descriptor Code:
7.3500

Legal References: G.S. 115C-47, -276, -301

Cross References:

A. EMPLOYEE ASSIGNMENTS, REASSIGNMENTS AND TRANSFERS

All assignments and transfers of employees to schools are the responsibility of the superintendent.

In-school transfers are the responsibility of the principals.

The superintendent must promptly notify the board of all employee transfers to schools that are authorized by the superintendent.

The superintendent may assign school employees in any manner that he/she deems appropriate and that is consistent with legal requirements.

In assigning professional employees to an alternative school, the superintendent shall consider the experience and evaluation rating of such professional employees.

Voluntary and involuntary transfers of employees shall be made in accordance with course requirements, fluctuating enrollments, allotments, efforts to improve student performance and the general welfare of the school system. The interests and aspirations of employees will be considered in making assignments and transfer decisions; however, such interests must be weighed against what is in the best interest of the students, school and school system.

No assignment or transfer of an employee shall be made which places an employee in direct supervisory or evaluative relationship with another member of his/her immediate family. A member of the immediate family is defined as: spouse, children, sibling or parents.

Employees will be informed of transfer decisions as soon as is reasonably feasible.

The superintendent shall establish any necessary administrative procedures for employee-initiated transfer requests.

B. COACHING ASSIGNMENTS

This section shall be effective upon its approval by the board on November 1, 2010; however, for the 2010/2011 school year, this section shall not affect any non-employee coach approved by the board prior to the effective date of this policy.

The superintendent shall assign coaching duties and positions in accordance with the following requirements:

1. All coaching positions shall first be filled with employees actively employed in the school of the coaching position.

2. In cases in which it is not possible to fill a coaching position with an employee actively employed in the school of the coaching position, the coaching position shall be filled with an employee actively employed in a school within the feeder district of the school of the coaching position and must be approved by the superintendent.
3. In cases in which it is not possible to fill a coaching position with an employee actively employed in the school of the coaching position or with an employee actively employed in a school within the feeder district of the school of the coaching position, the coaching position shall be filled with an employee actively employed in a school within the school system and must be approved by the superintendent.

C. NON-EMPLOYEE COACHES

The superintendent and principals shall not use or employ a non-employee coach, allow a non-employee coach to volunteer, allow a non-employee coach to assume or perform any duties or announce or make public that a non-employee coach intends to work or volunteer as a non-employee coach, unless and until the following requirements are met:

1. The principal has received from the superintendent personnel allotments for the school year in which the principal seeks to use or employ the non-employee coach;
2. The principal confirms and provides evidence to the board and superintendent that at least four (4) calendar years have passed since the proposed non-employee coach graduated from high school.
3. The principal has exercised due diligence in filling the coaching position in accordance with the requirements in section B. of this policy; and
4. The principal presents to the board and the superintendent or his/her designee documentation of his/her efforts and due diligence in filling the coaching position in accordance with section B. of this policy; and
5. The principal completes and submits to the board and the superintendent or his/her designee a Non-Employee Coach Recommendation form no earlier than June 1 of each school year;
6. The proposed non-employee coach submits to and completes a drug test and a criminal background check conducted by the school system and the results of the same are satisfactory to the superintendent;
7. The employment and use of such non-employee coach complies with the rules and regulations of the North Carolina High School Athletic Association; and
8. The board approves the employment of the non-employee coach or use of the volunteer non-employee coach.

Upon approval of the board, each non-employee coach must complete any mandatory training provided by the school system with regard to board policies, procedures, state and federal laws and North Carolina High School Athletic Association Rules and Regulations and acknowledge that he/she has read and fully understands board policies and procedures and North Carolina High School Athletic Association Rules and Regulations.

No non-employee coach shall volunteer or assume any coaching duties or be employed or used to fulfill any coaching duties for greater than one (1) year or until the end of the school year,

whichever first occurs unless the requirements of sections B. and C. 1. - 8. of this policy are complied with annually or at the end of each school year, whichever first occurs.

At all times after the approval of a non-employee coach by the board, the principal shall continue to actively exercise due diligence in filling the non-employee coach position as set forth in section B. of this policy and shall provide the board and the superintendent or his/her designee with documentation of his/her efforts and due diligence in filling the coaching position in accordance with section B. of this policy no earlier than June 1 of each school year.