

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES	
Procedure No. 3120.08-00-01	Eff. Date: _____
Implements Board Policy 3120.08	Last Reviewed: __12/07/09__

1. Background

Pursuant to Board Policy 3120.08, the Cincinnati School District may employ, on a part time basis, coaches or activity sponsors. This may be classified employees or individuals from the community.

2. Responsibilities

Title: Asst. Superintendent, Athletics Manager, Principals, Athletic Directors	
Address:	
Phone:	Cell phone:
<i>Ensure coaches and activity sponsors follow all guidelines and procedures to be employed as a coach or advisor in the Cincinnati City School District. Schools and District Athletics Department will keep copies of any background checks, certifications, coaches evaluations, etc in order to ensure our coaches/advisors meet all District requirements before a contract is signed. HR will oversee the initial onboarding process for coaches, including background checks, finalizing certifications and creating a badge..</i>	

3. Action Steps

Coach/Advisor must initially interview and meet with a school representative, AD or Principal after applying for a position within the Cincinnati School District.

Upon being offered a position at the school, the coach/advisor must complete all required certifications (Pupil Activity Permit is required if activity has physical activity), obtain and pass a FBI/BCI background check and provide 3 letters of recommendation to HR.

Obtain a CPS Badge and work with School AD and/or Principal to complete a volunteer agreement or a Schedule E supplemental contract.

Coach/Advisor must follow all guidelines, policies, procedures as noted by the Ohio High School Athletic Association and Cincinnati School District Coaches Manual/Handbook.

4. Equity Considerations

Schools will work with potential coach/advisor candidates and identify the best leader/mentor/coach for our students. School ADs and Principals will work with these individuals to ensure they are able to complete the steps needed to be a leader/mentor/coach in the Cincinnati City School District.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Employment Checklist for Coaches	LINKED HERE	8/1/19
2. FBI/BCI Background Checks	LINKED HERE	8/1/19
3. Coach Cheat Sheet	LINKED HERE	8/1/19
4. Coach Evaluation Instrument	LINKED HERE	8/1/19

6. Additional Information

Coaches Evaluations are now being done online through the Coach Evaluator Software.

Updated Coaches Manual is being finalized and will be posted on the MYCPS Departments-Athletics Intranet page when completed.

<https://sites.google.com/a/cpsboe.k12.oh.us/athletics/coaches-requirements-expectations>