



Administrative Guidelines

Department: Human Resources

Policy:

Topic: Athletic Coaches/Teachers

Revised: 8/16/2019

PROCEDURE

The Principal is responsible for the scheduling of teachers and athletic coaches in his/her school. It is each principal's duty to ensure district resources are utilized appropriately and remain in compliance with yearly personnel allotments.

1. Teachers/coaches who have retired and returned to work must meet the criteria for employment set forth by the Teachers Retirement System of Georgia (TRS).
2. All part time and full time teachers/coaches are responsible for all teaching standards and professional duties and responsibilities, as well as the mentoring, recruiting, and academic oversight of student athletes.
3. Classified employees are able to coach extra-curricular activities as part of the 2nd Job Agreement, which is a contract that establishes coaching roles, pay, hours, and processes of documentation. A 2nd Job Agreement must be signed by the Classified employee with copies given to the employee, the Athletic Director, the CFO, and the Director of Employment in HR. This is an annual agreement only.