
Varsity Head Coach Recruitment and Hiring Procedure (PER-P005)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process by which Varsity Head Coaches for the Milford Public School District are recruited and hired.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools

Authorized Signature on File

3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

Signature

Date

4.0 DEFINITIONS:

- 4.1 MPS – Milford Public Schools

5.0 PROCEDURE: -

- 5.1 Human Resources Department forwards the Coaching Recruitment Plan to Building Administrators each December.
- 5.2 The Athletic Director in concert with the Building Administrator completes evaluations of coaches at the end of each season and forwards evaluation to the Human Resources Department.
- 5.3 Administrators and Athletic Directors determine, based on performance, the coaches that will return the next academic year. Human Resources Department is notified of this determination.
- 5.4 Coaching positions that are unfilled for the following academic year, at the end of the evaluation process, will be posted via Human Resources Alert Request (PER-F001).
- 5.5 Human Resources Department is in receipt of the internal and external applications for coaching positions.
 - 5.5.1 Steps 5.6 and 5.7 may be altered through written notification/approval by the Superintendent to the Deputy Superintendent of Operations.
- 5.6 Applications and resumes of qualified candidates are forwarded to the Building Administrator for review.
 - 5.6.1 The Human Resources Department maintains copies of the applications and resumes sent to the Building Administrators.
- 5.7 The Building Administrator and/or Athletic Director contacts qualified applicants for an interview.
 - 5.7.1 The Human Resources Director, Athletic Director, Building Administrator and two other Varsity Coaches are involved in the interview process for Varsity Head Coaches.
 - 5.7.1.1 The interview team utilizes the Interview Format Form PER-F002 to arrive at a ranking of candidates.
 - 5.7.1.2 Team recommends the highest-ranking candidate.

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5.7.1.3 The Human Resources Director recommends the final candidate to the Superintendent.

5.7.1.4 The final candidate is approved by the Superintendent.

5.7.2 Applicants for Assistant Coach position(s) are interviewed by the Head Coach for each sport.

5.7.2.1 See steps 5.7.1.3 and 5.7.1.4.

5.8 Upon approval by the Superintendent, appointment letters are sent each new coaching appointment.

5.9 Refer to the New Hire Sign on Process PER-W012 for the next step.

6.0 ASSOCIATED DOCUMENTS:

6.1 Human Resources Alert Request – PER-F001

6.2 Coaching Interview Format Form – PER-F002

6.3 Coaching Recruitment Plan – Calendar Year - (Word doc.)

6.4 Application for Employment – PER-F018

6.5 Web Application for Employment (Web doc.)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
PER-F002	Human Resources	99 years	Shred	Locked Office
Web Application	Human Resources	1 year	Shred	Locked Office
PER-F001	Human Resources	1 year	Discard as Desired	Locked Office
PER-F018	Human Resources	1 year	Shred	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
10/01/2004	B	Change Approval Authority; add/remove wording in 5.0, 6.0 and 7.0
12/19/2005	C	Add 5.5.1 to document
03/13/2006	D	Correct language in 5.7.1.3; 5.7.1.4 and 5.8

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