

Collective Bargaining Agreement

Between

Bainbridge Island School District #303

and

Bainbridge Island Extracurricular Association

September 1, 2017 – August 31, 2020

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PREAMBLE

This agreement is by and between the Bainbridge Island School District No. 303, hereinafter called the "employer", and the Bainbridge Island Extra-Curricular Association, hereinafter called the "association".

ARTICLE 1 - ASSOCIATION

Section A: Bargaining Recognition

1. The employer recognizes the association as the sole and exclusive bargaining representative for all employees for the purpose of bargaining in regard to wages, hours, terms, and conditions of employment included in the bargaining unit as delineated in part 2 hereof (herein referred to collectively as employees, or individually as the employee). Such representation shall cover all employees assigned to newly created positions unless the positions are principally supervisory and administrative or require educational certification.

2. Included in the bargaining unit and subject to the terms of this agreement are all extracurricular employees in positions that do not require educational certification. (See Appendix B)

Section B: Association Exclusivity

The rights and privileges of the association and its representatives, as set forth in the agreement, shall be granted only to the association as the exclusive representative of the employees and to no other organization(s) representing any portion of the unit or potential member of the unit.

Section C: Use of Facilities and Services

School building meeting areas may be used for association meetings and to transact association business at reasonable times provided that such meetings or business activities are outside working hours of the employees attending the meeting and shall not interfere with the normal operation of the district or responsibilities of employees, and provided that the association obtain prior approval from the building administrator.

Inter-school mail facilities may be used for distribution of association communications so long as such communications to general membership are identified as association materials and contain the name of the sender.

Inter-school mail may not be used to initiate or actively promote the recall of any school board member, to direct a strike, or to defame any individual or group.

The association may post notice of activities and matters of association concern on staff bulletin boards, which presently are available in each building, but not in areas open to the public or students.

The employer, however, shall not assume the responsibility of or any liability for notices posted or to be delivered for association purposes.

Section D: Availability of Information

The employer agrees to furnish to the association, upon written request, appropriate information concerning the district, evaluation forms applying to employees covered by the agreement, the annual budget, end of the year fiscal report, and current payroll information pertinent to the unit.

The association shall furnish pertinent information as reasonably requested by the superintendent or the employer.

The employer shall distribute, upon request, to the association a list of all employee names, positions, addresses, and phone numbers.

Section E: Scope of the Agreement

This agreement shall become effective when ratified by the employer and the association and executed by authorized representatives thereof, and may be amended or modified only with mutual consent of the parties.

This contract shall supersede any rules, regulations, policies, resolutions, or practices of the employer that shall be contrary to or inconsistent with its terms.

Section F: Conformity to Law

The employer and the association agree that this agreement shall be binding on both parties except that if any section or provision is or shall be contrary to law, including applicable regulations, then such sections or provisions shall not be applicable, performed or enforced, except to the extent permitted by law. The remainder of this agreement shall not be affected thereby and the employer and the association shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement of the specific section(s) or provision(s).

Section G: Distribution of Agreement

Within thirty (30) days following ratification and signing of this agreement, the employer will post this agreement on the district web site on the human resources page for access by employees and applicants. Ten (10) hard copies shall be provided to the association.

The district will provide individual letters of employment and information on the location of the negotiated agreement to all new employees.

Section H: Right of Association Consultation

The employer shall consult with the association on any new or modified fiscal, budgetary, levy program, construction program, or any other major program or change which may affect this agreement. The association shall be given the opportunity to advise the employer with respect to any of these above-mentioned matters prior to adoption or publication upon request.

The members shall be given the opportunity to provide input into the hiring process of new members and the athletic director. The employer will have a member from the appropriate school or activity involved in the process. The association recognizes that there may be different levels of involvement in the process.

ARTICLE II - ADMINISTRATION

Section A: Right to Join and Support Association

The employer agrees that each employee has the lawful right to organize, join, and support the association for the purpose of legally engaging in collective bargaining, negotiations, and/or grievance processing.

Nothing contained in this agreement shall be construed to deny or restrict to any employee rights she/he may have under applicable laws and regulations.

Section B: Membership Dues

It shall be the right of employees who are members of the association to have membership dues to the association and to WEA and NEA automatically deducted from their paychecks if so requested by the association. Dues will be deducted as a one-time deduction from the earliest possible paycheck.

Any employee who is a member or has applied for association membership shall sign and deliver a payroll deduction authorization form to the association. Such membership authorization shall continue in effect from year to year unless revoked, in writing, by the individual member and sent to the association and the district payroll office. Revocation of membership shall be made, in writing, to the association on the form available from the association between the employee's last working day and August 15 of any year, and shall become effective the employee's first working day of the following year. By August 1, the association shall provide the district payroll office information as to the amount of annual dues.

The employer shall transmit the dues to the treasurer of the association or designee each pay period.

The association shall indemnify and hold the district harmless from and against any and all claims, demands, charges, or suits instituted against the district which shall be based upon or arise out of any action taken by the district in accordance with or arising out of the foregoing provisions of this section.

Section C: Management Rights

The management and the direction of the work force is vested exclusively in the Board of Directors subject to the terms of this agreement.

Section D: Employee Rights

The employer and association will not unlawfully discriminate with respect to race, color, national origin (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal in any programs or activities, and provides equal access to the Boy Scouts and other designated groups. The employer may establish bona fide occupational qualifications for all employment positions.

Section E: Employee Protection

The employer agrees to provide for employees covered by and during the term of this agreement liability insurance in case of suit arising from or in the performance of duties. This coverage shall apply for any employee on or off district premises, provided such employee at the time of the act or omission was involved in an authorized school-related activity.

Section F: Resignation Procedures

An employee who is resigning shall give two (2) weeks notice to the building administrator and the Human Resources Director. Final payment shall occur on normally scheduled paydays.

Section G: Letters of Employment

Within twenty (20) days of reporting for duty employees shall be notified in writing of their work status. Such notice shall contain:

- The basic number of hours and days expected to be worked. (Should reduction in either hours or days to be worked become necessary, affected employees shall receive a minimum of a fifteen (15)-day written notice.)

ARTICLE III - PERSONNEL

Section A: Reprimands

Any disciplinary action taken against an employee shall be appropriate to the behavior that precipitates the action.

This article shall serve as an assurance that the employee will be dealt with fairly by the employer.

No employee shall be disciplined or discharged within the term of their employment without just cause. This does not apply to non-renewals.

An employee who feels that any oral or written reprimand or suggestion for improvement arising therefrom is unfair, for any reason, may request in writing that the person issuing the reprimand write a formal reprimand which will be placed in the employee's personnel file.

An employee shall have the right to have a local association member present when formal disciplinary action is taken that results in a disciplinary report being filed in an employee's personnel file. The person issuing the reprimand will either write the formal reprimand, as requested, and place it in the employee's personnel file, or will notify the employee in writing that she/he agrees to cease discussion of the matter. Such notification shall not, however, preclude the issuance at any later time of a formal reprimand concerning the matter in question.

Pursuant to this article, only formal reprimands shall be subject to the Grievance Procedure contained in the agreement

If an employee receives a formal written reprimand and if one (1) year passes without further reprimands, the employee may request and shall be furnished a notice to this effect and a copy of said notice shall be placed in his/her personnel file.

Section B: Personnel File

Any employee shall have the right to review the contents of his/her district personnel file upon written request and at a mutually convenient time and in the presence of an employer representative. At the employee's request, a witness may also be present in this review. A copy of any document(s) contained in the file shall be furnished to the employee upon request.

Employees will be notified in writing of any material relating to performance being entered into the personnel file.

The employee shall have the opportunity to attach her/his own written comments to critical material in the district personnel file. Such material will be dated and signed by the employee and reviewed by the employee's immediate supervisor.

All materials in the personnel file not necessary for record keeping shall be purged at the end of two years at the request of the employee. It is understood that evaluation reports shall be maintained.

Section C: Vacancies and New Positions

Annually, the District will review and determine assistant coaching and advisory needs for the subsequent school year. Consideration will be given to prior, current and projected levels of participation, as well as other variables that might impact the staffing needs for a particular sport or activity.

Written notices of vacancies and new positions within the bargaining unit shall be posted for not less than five (5) working days on the district web site. Notification of postings will be sent via email to all employees. Posted notices shall be sent to employees during the summer at their request. The posted notice shall include the minimum qualifications for the job opening. For an applicant to be considered for a vacant or new position, she/he must:

- submit an on-line application and all other required appropriate materials to the district's human resources office no later than five (5) working days from the posting; and
- possess the skills and qualifications applicable to the vacant or new position.

Employees within the bargaining unit shall, upon application, receive an interview for the position. Association members shall be involved in the interview process. The most qualified applicant, as judged by district officials, shall receive the position.

Section D: Employee Evaluation Procedures

Employees shall be evaluated annually by their immediate administrative supervisor or designee with the evaluation process completed no later than thirty (30) days following the completion of their extracurricular duties. Building administrators (athletic director, principal or associate principal) will serve as evaluators for Head Coaches; Head Coaches will serve as evaluators for Assistant Coaches.

The employee shall be given a copy of the preliminary evaluation at a meeting with the evaluator in advance of the evaluator-employee conference where the evaluation will be discussed and opportunity for employee input given. At the initial meeting with the evaluator, the evaluator may explain the evaluation but the employee will not have to respond at that time.

The evaluation form shall be finalized and signed by the employee within three (3) days following the evaluation conference. The employee signature on the form indicates only that the employee has seen the form; it does not indicate agreement with its contents.

The employee may make comments regarding the evaluation within the space provided on the form and/or may attach written comment to the evaluation at the time the employee signs the evaluation form.

The completed evaluation form shall become a permanent part of the employee's personnel file.

Section E: Background Check

Employees will be subject to state mandated background checks at their own expense if not provided for by the state.

Section F: Complaints

Any written complaint against an employee (excluding acts of alleged misconduct that are covered by the just cause provisions of the agreement) shall be shown to an employee within fifteen (15) working days of receipt.

In all cases except where the health or safety of a student or other person is involved, complaining parties will be directed to first address their complaints directly to the coach/employee.

Article IV – GRIEVANCE PROCEDURE

Section A - Definitions

A grievance is a claim based upon an event or condition which affects the conditions or circumstances under which an employee works, allegedly caused by misinterpretation or inequitable application of provisions of this agreement.

Day means a working day.

Lack of timely response (as defined below) by the district at any stage shall serve to advance the grievance to the next higher step if the grievant so desires and signifies that desire by written notice of this purpose.

Time limits set forth herein may be extended by mutual agreement between the parties confirmed in writing.

Section B - Grievance Process

1. Step 1: Within ten (10) working days of the time an alleged violation occurs or a grievant becomes aware of the violation, a grievance must be filed. The employee(s) filing the grievance shall discuss the grievance with the immediate supervisor, or in the case of an association grievance, with the administrator who made the decision giving rise to the alleged grievance.
2. Step 2: In the event the grievance is not resolved in Step 1, it shall be reduced to writing, signed by the employee, or in the case of an association grievance, by the president of the association, and presented to the Assistant Superintendent of Administrative Services within five (5) working days of the discussion with the immediate supervisor in Step 1. The grievance shall set forth the specific acts that constitute the basis for the grievance, specific provisions of the agreement alleged to have been violated, and remedy sought. A meeting between the parties shall be held within five (5) working days of the receipt of the written grievance by the Assistant Superintendent of Administrative Services/designee. The Assistant Superintendent of Administrative Services/designee shall communicate a written answer within ten (10) working days of the meeting.
3. Step 3: If the association is not satisfied with the disposition of the grievance at Step 2, the association can submit the grievance to arbitration before an impartial arbitrator within ten (10) days of receipt of the Step 2 response. The arbitrator shall be selected by the parties from a list of arbitrators provided by the American Arbitration Association using the strike method and in accord with its rules that shall likewise govern the arbitration proceeding.

The parties may mutually agree to submit the grievance to the Public Employment Relations Commission (PERC) for a binding ruling utilizing an arbitrator appointed by the commission in lieu of submission to the American Arbitration Association pursuant to RCW 41.56.125.

Neither the employer nor the association shall be permitted to assert in such arbitration proceeding any grounds or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have power and jurisdiction to decide the grievance only to the extent that the grievance involves the interpretation or application of the agreement. The arbitrator shall have no power to advise salary adjustments, except as to the improper application thereof; nor to add to, subtract from, modify, or amend any terms of this agreement.

The costs for the services of the arbitrator, including per diem expenses if any, travel and subsistence expenses, and the cost of any hearing room will be borne equally by the district and the association. All other costs will be borne by the party incurring them.

The arbitrator shall render a final decision on Step 1 and 2 processes of adjudication within twenty (20) days of the hearing. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the employee(s), with the exception of any documents dealing with employee evaluation.

Section C: Freedom from Reprisals

No reprisals of any kind will be taken by the school board, the school administrators, or the association against any employee because of his/her participating in any grievance.

Section D: Cooperation of School Board, School Administration and Association

The school board, school administration and the association will cooperate within reasonable limits in the investigation of any grievance, and will comply with reasonable requests for relevant information to be used in the processing of any grievance.

Section E: Representation by Association

The association shall have the right to represent a grievant at any step of the procedure after Step 1.

Section F: Released Time

Normally the investigation and processing of grievances will take place outside of regular school hours. In the event that the employer requires an employee or an association representative be released from his/her regular assignment for the processing of a grievance, he/she shall be released without loss of pay or benefits.

Section G: Confidentiality

All documents, communications, and records dealing with grievances and their adjustment shall be filed in the grievant's grievance file and two (2) years after the adjustment has resulted, all documents, communications, and records added to the file solely as a result of the grievance except the record of the grievance and the final adjustment thereof, shall be destroyed at the request of the grievant.

ARTICLE V - SALARY

Section A: Amount and Manner of Payment

The employee's salary schedule is found in Appendix C of this agreement. The salary schedule for the remaining years of this contract will include the state allocated amount for classified employees.

Persons who are otherwise employed by the district as classified employees are considered hourly workers under the Fair Labor Standards Act (FLSA). As such, they must be paid at an hourly wage rate. Further, that worker must receive an overtime rate for all cumulative hours worked over forty per week. This forty hour standard is an aggregate of all hours worked in any and all capacities with the district.

The hourly rate for the classified employee working in an extracurricular or co-curricular assignment must be individually determined. Overtime will be calculated as a composite rate, based upon time worked in the different district assignments. The classified employee will be assured a sufficient number of extracurricular or co-curricular work hours to accrue compensation no less than the stipend otherwise delineated under the Extracurricular Salary Schedule for the respective factor and experience step. To assure that compensation does not appreciably exceed the stipend determined under that salary schedule, the District will determine and limit the total number of hours to be worked by the classified employee in that assignment. In consult with the employee, the District will determine the work schedule. The classified employee shall neither work nor volunteer more hours than scheduled. With respect to this restriction, a claim will not be submitted for any work hours above those that have been scheduled and approved by the District

Except in district emergency situations, payroll checks shall be issued to the employee on the last business day of each month. Employees may request automatic payroll deposits to a financial institution of their choice.

Employees hired prior to the 15th of any month will have their anticipated wages spread over their entire coaching/activity season. Employees hired after the 15th of any month will have their anticipated wages spread over a partial coaching/activity season. Initial payment shall not take place prior to the first day of any coaching/activity season. Final pay for any coaching/activity shall not take place prior to the end of the season.

Section B: Post-season Pay

Coaches participating in post regular season competition shall be paid at a per diem rate (stipend divided by forty-five (45) days) for each additional day of coaching for the first ten (10) days. Upon reaching the fifteenth (15th) post season day, coaches will be paid for five (5) additional days. No pay will be made for days eleven (11) through fourteen (14) unless day fifteen (15) is worked.

Upon reaching the twentieth (20th) post season day, coaches will be paid for five (5) additional days. No pay will be made for days sixteen (16) through nineteen (19) unless day twenty (20) is worked.

No post season days will be paid for Sunday work.

Post season pay for baseball, basketball, soccer, softball and volleyball will begin with the Metro League tournament. Post season pay for cross country, football, golf, gymnastics, swim/dive, tennis, track and wrestling will begin following the Metro League tournament.

Section C: Clinic Registration Fee Reimbursement

The school district will provide up to \$100 per extracurricular position for those members earning more than 6.5% on the extracurricular salary schedule for training directly pertaining to improvement of their abilities to carry out their assignments.

In order to permit processing in the appropriate budget year, all requests for compensation for clinic registration fee reimbursement must be received in the district payroll office no later than July 31 of the current fiscal year. Reimbursement forms are located on the District web site under Staff Forms.

Section D: Placement on Salary Schedule

When an employee moves between extracurricular positions, the employee will be given credit for previous experience under the following conditions:

- ◆ When moving between coaching girls and boys in the same sport, the employee will be given full credit.
- ◆ When moving between assistant and head coach in the same sport OR when moving from the middle school to the high school in the same sport, the employee will begin on the step of the new position which represents a raise of at least two percent (2%) from the employee's previous wage for the same sport providing such increase does not exceed the maximum level of the salary schedule for that position.
- ◆ When moving between like sports or activities such as, but not limited to, baseball and softball or track and cross country, the employee will be given full credit.

New employees may receive credit for up to three (3) years of experience in an extracurricular position.

Section E: Pay for Supervision at Summer Camps

Coaches that supervise students who attend summer sports camps will receive a stipend of \$75.00 per day. This pay will be processed upon confirmation of this work by the athletic director or school administrator.

ARTICLE VI –TIME OFF

The employer and the association agree that the nature of an employee's scheduled hours vary. Employees are expected to schedule time off around practice and games. Employees will not be docked pay for such time off unless it is necessary for the employer to replace an employee with a new hire.

ARTICLE VII – DURATION CLAUSE

This agreement shall be effective as of board ratification and final signing by the parties, and shall be binding upon the district, the association and their members, and shall remain in effect through August 31, 2020.

FOR THE EMPLOYER:

DATE:

FOR THE ASSOCIATION:

DATE:

LETTER OF AGREEMENT
BETWEEN
BAINBRIDGE ISLAND SCHOOL DISTRICT #303
AND
BAINBRIDGE ISLAND EXTRACURRICULAR ASSOCIATION

During school year 2017-18, the Bainbridge Island School District #303 (District) and the Bainbridge Island Extracurricular Association (Association) will convene a committee to review and update, if needed, the evaluation document for head and assistant coaches. As part of the process, the committee will also provide suggested questions for a survey to be sent to all coaches. Feedback from the committee will be considered in revisions to the evaluation form.

For the District:

For the Association:

_____ Date

_____ Date

Appendix A

Staffing Guidelines for High School and Middle School Athletics

Number of Athletes per Team	Number/Types of Coaches
1-40	1 Head, 1 Assistant
41-60	1 Head, 2 Assistants
61-80	1 Head, 3 Assistants
81-100	1 Head, 4 Assistants
101-120	1 Head, 5 Assistants

The Head Coach will receive a stipend of \$250.00 when teams exceed 100 athletes.

Appendix B
Bainbridge Island Extracurricular Association Salary Schedule

Where salary for a position is designated by a percentage, the annual salary for that position is determined by multiplying the base of the salary schedule times the percentage for that position, times the following factors depending on the number of years experience in that position. Experience will be counted through three (3) years.

Year	Factor
1	1.000
2	1.134
3	1.268

High School:

<u>Activity</u>	<u>Position</u>	<u>Percentage</u>
Baseball	Head Coach	13.0
	Asst./JV Coach	10.0
Basketball (Boy/Girls)	Head Coach	15.0
	Asst./JV Coach	12.0
	Freshman Coach	12.0
Cheer	Advisor	12.0 per semester
Cross Country	Head Coach	13.0
	Asst. Coach	10.0
Debate	Head Coach	15.0
	Asst. Coach	12.0
Drama	Director	12.0 per semester
	Stage	9.0 per semester
Football	Head Coach	15.0
	Asst. Coach	12.0
	Freshman Coach	12.0
Golf (Boys, Girls)	Head Coach	13.0
	Asst./JV Coach	10.0
Gymnastics	Head Coach	13.0
	Asst. Coach	10.0
Softball	Head Coach	13.0
	Asst./JV Coach	10.0
Soccer (Boys/Girls)	Head Coach	13.0
	Asst./JV Coach	10.0
	C-Girls' Coach	10.0
Swimming (Boys/Girls)	Head Coach	13.0
	Asst. Coach	10.0
Tennis	Head Coach	13.0
	Asst./JV Coach	10.0
	C- Girls' Coach	10.0
Track	Head Coach	13.0
	Asst. Coach	10.0
Volleyball	Head Coach	14.0
	Asst. Coach	10.0
	Freshman Coach	10.0
Weight Training Room	Supervisor	5.0 per trimester
Wrestling	Head Coach	15.0
	Asst. Coach	12.0

Concert/Drama/Dance	Supervisor	Minimum Wage
Off-Campus Committee	(6 members)	Minimum Wage
Rooter Bus	Chaperone	Minimum Wage

Middle School:

<u>Activity:</u>	<u>Position:</u>	<u>Percentage</u>
Basketball (Boys/Girls)	8 th Coach	9.0
	7 th Coach	9.0
Cross Country	Head Coach	10.0
	Asst. Coach	7.0
Drama	Director	6.5
Track (Boys/Girls)	Head Coach	10.0
	Asst. Coach	7.0
Volleyball	8 th Coach	9.0
	7 th Coach	9.0
Wrestling	Head Coach	10.0
	Assistant Coach	7.0
Class	Advisor	1.0
Yearbook	Advisor	9.0
Dance	Supervisor	Minimum Wage
Timers		Minimum Wage

Elementary:

<u>Activity</u>	<u>Position</u>	<u>Percentage</u>
Chaperone		Minimum Wage

**2017-18 EXTRACURRICULAR SALARY SCHEDULE
BAINBRIDGE ISLAND EXTRACURRICULAR ASSOCIATION**

BASE 36,521

	FACT.	AMT.	15.0%	14.0%	13.0%	12.0%	10.0%	9.0%	7.0%	5.0%	3.0%	1.0%
STEP												
1	1	36,521	5,478	5,113	4,748	4,383	3,652	3,287	2,556	1,826	1,096	365
2	1.134	41,415	6,212	5,798	5,384	4,970	4,141	3,727	2,899	2,071	1,242	414
3	1.268	46,309	6,946	6,483	6,020	5,557	4,631	4,168	3,242	2,315	1,389	463

**BAINBRIDGE ISLAND SCHOOL DISTRICT
COACHING EVALUATION – BAINBRIDGE HIGH SCHOOL**

NAME: _____ **SCHOOL:** _____ **DATE:** _____

SPORT: _____

WIAA Coaching Certification Status and Metro Requirements:

- Clock Hours: Total hours: _____ Compliance date: _____
- CPR Certification/Expiration Date: _____
- First Aid Certification/Expiration Date: _____
- WIAA Online Rules Clinic Completed: _____
- Attendance at Metro Pre-Season/Post Season Meeting (Head Coaches Only): _____

Place a mark in the column indicative of performance. Supportive rationale must be provided in the narrative for negative indicators and is encouraged for outstanding performance.

E = EFFECTIVE

I = IMPROVEMENT NEEDED

U = UNSATISFACTORY

CRITERIA	INDICATORS – The Coach:	E= <input type="checkbox"/> I= <input type="checkbox"/> U= <input type="checkbox"/>
1. PROGRAM DEVELOPMENT: <i>The coach demonstrates in his/her performance the ability to build and maintain a successful and positive program</i>	1.1 Establishes short and long term goals for the program 1.2 Organizes effective practices and activities to enhance the teams ability to be competitive 1.3 Is able to internally evaluate their program and make adjustments as necessary	E= <input type="checkbox"/> I= <input type="checkbox"/> U= <input type="checkbox"/>
2. COMMUNICATION: <i>The coach demonstrates in his/her performance to communicate effectively.</i>	2.1 Provides clear communication and is accessible to the student athlete/parent/administration 2.2 Uses a variety of communication tools 2.3 Establishes and maintains effective and positive relationships with student athletes, parents, administration 2.4 Supports the overall mission of the school and athletic department	E= <input type="checkbox"/> I= <input type="checkbox"/> U= <input type="checkbox"/>
3. TECHNICAL SKILLS: <i>The coach demonstrates in his/her knowledge of their respective sport.</i>	3.1 Stays current with strategies and techniques of the sport 3.2 Implements a variety of coaching styles to maximize individual and team performance 3.3 Organizes time effectively 3.4 Maintains WIAA and District coaching requirements	E= <input type="checkbox"/> I= <input type="checkbox"/> U= <input type="checkbox"/>
4. PROGRAM MANAGEMENT: <i>The coach demonstrates in his/her performance a competent level of knowledge and skill in organizing the physical and human elements in the athletic setting</i>	4.1 Organizes the athletic program setting and activities to contribute to the learning process 4.2 Has primary responsibility for monitoring student athlete behavior 4.3 Works cooperatively with athletic director, associate principal, principal and other support personnel where appropriate 4.4 Establishes and reinforces clear parameters for student athlete behavior 4.5 Encourages students to develop courtesy, self-control, respect, and responsibility	E= <input type="checkbox"/> I= <input type="checkbox"/> U= <input type="checkbox"/>
5. MAINTAINING A SAFE ENVIRONMENT: <i>The coach demonstrates in his/her program an understanding of safety requirements</i>	5.1 Supports and enforces school-wide rules and policies as they relate to sexual harassment, hazing and supervision. 5.2 Ensures that equipment and facilities meet safety guidelines 5.3 Maintains communication regarding safety issues with athletic director, maintenance department, custodians etc.	E= <input type="checkbox"/> I= <input type="checkbox"/> U= <input type="checkbox"/>
6. INTEREST IN COACHING/ COACHING-RELATED QUALITIES: <i>The certificated coach demonstrates an understanding of and commitment to each athlete, taking into account each individual's unique background and characteristics. The coach demonstrates enthusiasm for or enjoyment in working with athletes</i>	6.1 Shows enjoyment and enthusiasm in coaching 6.2 Exhibits willingness to work individually with student athletes 6.3 Exhibits listening patience, caring, and interest in student athletes learning and welfare 6.4 Meets responsibilities in a punctual and reliable manner 6.5 Handles personal information and communication in an ethical manner 6.6 Works constructively with conflict and disagreement with student athletes, parents, colleagues, etc. 6.7 Models behavior consistent with a positive learning environment 6.8 Exhibits interest and support in student athletes activities and interests 6.9 Maintains positive professional working relationships with student athletes, parents and colleagues, etc. 6.10 Communicates effectively with student athlete, parents and colleagues, etc.	E= <input type="checkbox"/> I= <input type="checkbox"/> U= <input type="checkbox"/>
7. EFFORT TOWARD IMPROVEMENT WHEN NEEDED: <i>The coach demonstrates an awareness of his/her limitations and strengths, and demonstrates continued professional commitment</i>	7.1 Identifies areas of strengths and limitations 7.2 Makes an effort to respond to recommendations included in periodic and annual evaluations 7.3 Participates in cooperative activities to improve the athletic program 7.4 Requests assistance when appropriate	E= <input type="checkbox"/> I= <input type="checkbox"/> U= <input type="checkbox"/>

NAME: _____ YEAR: _____

Based upon adopted criteria, this coach's overall performance has been:

satisfactory unsatisfactory.

All coaches are responsible for meeting the established performance criteria for the position assignment. The purpose of the seasonal performance summary is to review and document the staff member's total professional performance and progress toward achieving the goals and expectations set for the year. All criteria and indicators are to be considered, but specific supporting comments are required for criteria categories that are marked "improvement needed" and "unsatisfactory". Comments regarding outstanding performance are also encouraged.

Evaluator's Comments:

Coach's Comments:

Evaluator's Signature

Employee's signature*

*Employee signature only indicates opportunity for review and comments, not necessarily agreement.

Date

December 2008

**BAINBRIDGE ISLAND SCHOOL DISTRICT
EXTRACURRICULAR EVALUATION REPORT**

Staff Member:
School: WMS

Assignment:
Date:

JOB KNOWLEDGE/JOB SKILLS

Consider: Pursues professional development; WIAA requirements; School District requirements. Demonstrates ability to teach the skills of the activity or sport. Possesses appropriate experience for the position. Selects appropriate equipment; maintains inventory. Emphasizes and instructs safety rules and procedures. Arranges appropriate programs of recognition for participants. Provides appropriate supervision of students.

Satisfactory

Needs Improvement

Unsatisfactory

HUMAN RELATIONS

Consider: Maintains a balance of social, academic and physical development of students. Coordinates the program with other coaches/advisors and school staff. Maintains professional relationships with students, parents and colleagues. Sets a positive personal example for participants; stresses and exhibits sportsmanship; uses language appropriate to the school setting. Demonstrates emotional stability and self-control; exhibits a balanced view of competition.

Satisfactory

Needs Improvement

Unsatisfactory

Comments:

Employee's Signature

Principal's Signature

Date

*My signature indicates only that I have read this evaluation; I may or may not agree with its contents.

EMPLOYEE COMMENTS: