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Office of Employee Relations

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**SCHOOL DISTRICT OF PHILADELPHIA
APPOINTMENT OF ATHLETIC STAFF
CLARIFICATION OF GUIDELINES**

I. Nomination of Coaches at the School Level by the Principal

- a. The following criteria shall be considered by the Principal, in consultation with the PFT Building Committee, in evaluating applicants for new appointments to coaching positions.
 - i. Applicants shall be certified satisfactory teachers (for exceptions see Sections XIII and XIV), employed by the School District of Philadelphia, whose appointment, as a coach would not adversely affect teaching obligations at their school.
 - ii. Applicants shall have playing and/or coaching experience on an organized team.
 - iii. Applicants must produce evidence of certification with an accredited agency in the area of prevention and care of injuries (CPR/AED/First Aid). This requirement must be fulfilled before taking the coaching examination.
 - iv. Applicants must produce evidence of certification with an accredited agency in the area of Concussion Awareness, Cardiac Awareness, (and Heads Up Safety Certification, if necessary).
 - v. Applicants must satisfy the PIAA Coaching Education requirements within two (2) years of their date of hire. This requirement must be fulfilled before coaches may earn a rating.
 - vi. Applicants must be willing to commit themselves to constant and total supervision of activities. This includes, but is not limited to, caring for injured players, riding buses, supervising locker rooms and athletic facility areas.
 - vii. Applicants shall keep abreast of the current philosophy, theory, and techniques of the sport.

- viii. Applicants shall have evidence of good rapport with students and faculty.
 - ix. Applicants shall demonstrate the ability to deal in a competent manner with parents, custodial staff, officials, and other coaches.
 - x. Applicants shall have the ability to assist players in making sound moral judgments concerning their conduct on and off the field of play.
 - xi. Applicants are required to coach when games and/or events are scheduled on evenings, weekends, and non-school days.
 - xii. Applicants must attend all mandatory Philadelphia Public League and PIAA scheduled coaches meetings.
 - xiii. Applicants are obligated to continue coaching during PIAA playoffs.
 - xiv. When qualifications are equal, seniority shall be the determinant for the assignment.
- b. The Principal may pass over a candidate who is on the coaching qualification list if it can be substantiated that such qualified person does not meet other criteria.
 - c. If there is no teacher available in a school, who is on the qualified list, the teacher who is selected to fill the vacancy in accordance with the established criteria, shall be considered as a temporary coach on temporary assignment and the position must be advertised again the following year.
 - d. Any coach who is rated as Level IV (Highly Qualified) by both written and practical examinations and appointed by the Principal can be removed only by the terms of the current Collective Bargaining Agreement.

II. Qualifications for Coaching

- a. Qualifications (See Appendix A-C for Sample XVII.C.1)
 - i. There shall be four (4) levels to a coach rating as follows:
 - 1. Level I – The Coach must complete their required PIAA Coaching Education (within 2 years of hire).
 - 2. Level II – The Coach must complete and pass the written examination for their desired sport, and shall receive pay for that sport, according to the Collective Bargaining Agreement salary schedule.
 - 3. Level III – The Coach must complete and pass the practical examination for their desired sport. (Formerly Qualified)
 - 4. Level IV – The coach must show expertise of knowledge and skill development of their desired sport. (Formerly Highly Qualified)

- b. Examinations
 - i. The Division of Athletics will conduct written examinations for the coaching positions during the school year.
 - ii. The Sport Chairperson will conduct practical examinations during the school year, for a coach to obtain their respective rating.
- c. Ranking of Candidates in Practical Examination
 - i. There will be two classifications for those who pass the practical examination: namely Level III, and Level IV.
 - ii. The class of qualification will make the candidate eligible for the following level of coaching appointments:
 - 1. Level IV – Head Coach on all coaching levels (senior and Middle Grades)
 - 2. Level III – Assistant Coach on senior high school level, Head Coach on Middle Grades level.

III. Athletic Coaches

- a. Evaluation
 - i. Coaches shall be evaluated for their coaching performance, on a seasonal basis by their Principal or the Assistant Principal.
 - ii. Coaches shall receive a written evaluation from the Principal or the Assistant Principal, within two (2) months from the close of the season.
 - iii. The Athletic Director shall be required to provide input to the Principal or Assistant Principal that will be used in the evaluation of a coach.
- b. Multiple Coaching
 - i. Multiple Coaching occurs when a person holds two (2) coaching positions. Any additional coaching positions held would be classified as temporary assignments.
 - ii. Anyone holding a multiple coaching assignment will establish with the Principal his/her priority for retaining the limitation of positions. The other position may be retained on a temporary basis until the Principal replaces the incumbent with an available person who has the required rating. The priority positions selected can only be changed by mutual consent of the coach and the principal.
- c. Temporary Coaches
 - i. Temporary Coaches who are not rated according to School District Policy governing Athletics shall be paid at the hourly staff development rate of pay, according to the Division of Athletics pay scale for athletic staff.
 - ii. The hourly staff development rate shall apply to those coaches

appointed to the temporary positions. Those coaches who do not acquire a Level II rating shall remain at the staff development rate of pay.

- iii. A temporary coach or a coach holding multiple coaching assignments shall be retained unless a person who has the required rating becomes available prior to the dates listed below:
 - 1. Fall Sports – June 1st
 - 2. Winter Sports –October 1st
 - 3. Spring Sports – February 1st
- iv. Temporary coaching positions must be advertised annually.
- v. Those coaches who currently hold temporary positions shall have two (2) years to acquire a Level II rating accordingly to School District Policy governing Athletics, and the PIAA Constitution & By-Laws.

d. Water Sports

- i. Coaches of a swim program must maintain current Lifeguard certifications, along with the required coaching certifications.

IV. Nomination of Athletic Directors at the School Level by the Principal

- a. The following criteria shall be considered by the Principal, in consultation with the PFT Building Committee, in evaluating applicants for new appointments to athletic director positions.
 - i. Applicants shall be certified satisfactory teachers, employed by the School District of Philadelphia.
 - ii. Applicants shall have playing and/or coaching experience on an organized team.
 - iii. Applicants must produce evidence of certification with an accredited agency in the area of prevention and care of injuries (CPR/AED/First Aid). This requirement must be fulfilled before beginning the position.
 - iv. Applicants must be willing to commit themselves to constant and total supervision of activities. This includes, but are not limited to, caring for injured players, riding buses, supervising locker rooms and athletic facility areas, and the management of games/events.
 - v. Applicants shall keep abreast of the current philosophy, theory, and techniques of Athletic Administration.
 - vi. Applicants shall have evidence of good rapport with students and faculty.
 - vii. Applicants shall demonstrate the ability to deal in a competent manner with parents, custodial staff, officials, and other coaches.
 - viii. Applicants shall have the ability to assist players in making sound moral judgments concerning their conduct on and off the field of play.
 - ix. Applicants are required to supervise when games and/or events are

scheduled on evenings, weekends, and non-school days.

- x. Applicants must attend all mandatory Philadelphia Public League and PIAA scheduled athletic director meetings.
- xi. When qualifications are equal, seniority shall be the determinant for the assignment.

V. Qualifications for Athletic Director

- a. Qualifications (See Appendix A-C for Sample XVII.C.1)

VI. Athletic Director

- a. There must be an athletic director appointed in a high school that has six (6) or more interscholastic sports; the appointed athletic director must attend all required monthly meetings scheduled by the Philadelphia Public League and the PIAA.
- b. Athletic Director hourly remuneration shall be spread evenly over the teaching year.
 - i. There will be a separate compensation of twenty-five (25) hours, for work completed over the summer for the affected schools, in order to prepare for the start of the fall pre-season.
- c. Athletic Directors shall be rostered in the following manner:
 - i. In schools with 6-11 interscholastic sports (SM), the Athletic Director shall be rostered to no more than four (4) periods per day.
 - ii. In schools with 12-22 interscholastic sports (LG), the Athletic Director shall be rostered to no more than two (2) periods per day.
 - iii. In schools with 23 or more interscholastic sports (XL), the Athletic Director shall be rostered to no more than one (1) period per day.
- d. The Athletic Director shall be required to provide input to the Principal or Assistant Principal that will be used in the evaluation of a coach.
- e. Athletic Directors may be asked to coordinate athletic programs at multiple school sites depending on the number of varsity athletic teams in the schools.
- f. Evaluation
 - i. Athletic Directors shall be evaluated for their athletic administrator performance on an annual basis by their Principal or the Assistant Principal.
 - ii. Athletic Directors shall receive a written evaluation from the Principal, or the Assistant Principal before the close of the school year.

- iii. The Executive Director of Athletics shall be required to provide input to the Principal or Assistant Principal that will be used in the evaluation of an Athletic Director.

VII. Assistant Athletic Director

- a. If an Athletic Director is nominated by the Principal to coach a sport, the Principal must nominate an Assistant Athletic Director for that season only.
- b. The Athletic Director and the Assistant Athletic Director shall be paid exactly half of the Athletic Director salary, for that season only.
- c. The Assistant Athletic Director must not be coaching during the season they serve as Assistant Athletic Director.
- d. The Assistant Athletic Director shall be responsible for day-to-day management of hosting games/events, coordinating facilities, and assisting the Athletic Department while the Athletic Director is coaching.

VIII. Athletic Liaison

- a. An Athletic Liaison shall be appointed in high schools with fewer than six (6) interscholastic sports; the appointed Athletic Liaison must attend all meetings scheduled by the Philadelphia Public League and the PIAA.
- b. There is no roster release period for those appointed as an Athletic Liaison.
- c. Athletic Liaisons shall be compensated at the rate of 23 EC Hours per sport, according to the Division of Athletics pay scale for athletic staff.
- d. Evaluation
 - i. Athletic Liaisons shall be evaluated for their athletic administrator performance on an annual basis by their Principal or the Assistant Principal.
 - ii. Athletic Liaisons shall receive a written evaluation from the Principal or the Assistant Principal, before the close of the school year.
 - iii. The Executive Director of Athletics shall be required to provide input to the Principal or Assistant Principal that will be used in the evaluation of an Athletic Liaison.

IX. Nomination of Sport Chairpersons at the District Level by the Executive Director of Athletics

- a. The following criteria shall be considered by the Executive Director, in consultation with Philadelphia Public League Leadership Committee, in evaluating applicants for new appointments to sport chairperson positions.
 - i. Applicants shall be certified satisfactory teachers, employed by the School District of Philadelphia.
 - ii. Applicants shall have playing and/or coaching experience on an organized team.
 - iii. Applicants must produce evidence of certification with an accredited agency in the area of prevention and care of injuries (CPR/AED/First Aid). This requirement must be fulfilled before beginning the position.
 - iv. Applicants must be knowledgeable of all current athletic policies for competition and eligibility as prescribed by the School District of Philadelphia Division of Athletics, Pennsylvania Interscholastic Athletic Association (PIAA), National Federation of State High School Associations (NFHS), National Governing Body (NGB) for the respective sport, and National Collegiate Athletic Association (NCAA).
 - v. Applicants must be willing to commit themselves to constant and total supervision of activities for the respective sport. This includes, but are not limited to, scheduling of contests, assigning officials to contests, and coordinating and scheduling all league and associated post-season events through the defined season.
 - vi. Applicants shall keep abreast of the current philosophy, theory, and techniques of Sport Management.
 - vii. Applicants shall have evidence of good rapport with students and faculty.
 - viii. Applicants shall demonstrate the ability to deal in a competent manner with parents, custodial staff, officials, other coaches, and the Division of Athletics.
 - ix. Applicants must attend all mandatory league and association meetings.
 - x. When qualifications are equal, seniority shall be the determinant for the assignment.

X. Qualifications for Sport Chairperson

- a. Qualifications (See Appendix A-C for Sample XVII.C.1)
 - i. There shall be two (2) levels to a Sport Chairperson's rating as follows:
 1. High School Sport Chairperson – The Sport Chairperson has completed and passed the necessary coaching examinations and has obtained a **Level IV (Highly Qualified)** rating.
 2. Middle Grades Sport Chairperson – The Sport Chairperson has

completed and passed the necessary coaching examinations and has obtained a **Level III (Qualified)** rating.

XI. Sport Chairpersons

- a. There shall be a Sport Chairperson appointed by the Executive Director of Athletics for each sport league at the middle grades and high school level; the appointed Sport Chairperson must attend all required monthly meetings scheduled by their respective league (Middle Grades Athletic League or Philadelphia Public League).
- b. Sport Chairperson hourly remuneration shall be spread evenly over the teaching year for high school Sport Chairpersons, and shall be paid by the season for Middle Grades Sport Chairpersons.
- c. Sport Chairpersons may be released on certain days to attend meetings, schedule events, and manage championships. The Executive Director of Athletics will notify Principals of this requirement.
- d. Sport Chairpersons for high school (Philadelphia Public League) may not coach at any level, in any other season. Sport Chairpersons for the middle grades (Middle Grades Athletic League) may coach in one (1) other season.
- e. The Sport Chairperson shall be required to provide input to the Principal or Assistant Principal that will be used in the evaluation of a coach or athletic director.
- f. Evaluation
 - i. Sport Chairpersons shall be evaluated for their athletic administration performance on an annual basis by Executive Director of Athletics.
 - ii. Sport Chairpersons shall receive a written evaluation from the Executive Director of Athletics, within two months of the close of the school year.

XII. Coaching Education and Athletic Professional Development

- a. PIAA Coaching Education Workshops
 - i. The School District shall offer three (3) PIAA Coaching Education Workshops per school year for current coaches and for those employees who may wish to become coaches accordingly to School District Policy.
 - ii. The PIAA Coaching Education Workshops must be completed within two (2) years upon date of hire for every coach.

- iii. The PIAA Coaching Education Workshops must be completed prior to a coach applying to sit for the written and practical examinations to earn a rating as a coach.
- b. Athletic Director Certifications
 - i. The School District on a yearly basis, will conduct professional development opportunities for Athletic Directors to obtain their Registered Athletic Administrator (RAA), Certified Athletic Administrator (CAA), and Certified Master Athletic Administrator (CMAA) designations from the National Interscholastic Athletic Administrators Association (NIAAA).
 - ii. Athletic Directors are encouraged to take part in these Professional Development courses, and to stay abreast of the current philosophy, theory, and practice of athletic administration.
- c. The School District, in cooperation with the Federation, shall expand efforts to provide professional development to teachers interested in coaching an athletic program, or becoming an Athletic Director. This shall include CPR/AED/First Aid Certification classes, Level I PIAA Coaching Education Workshops, Level II Written Examinations, Level III – IV Practical Examinations, NIAAA Athletic Director certification coursework, and other professional development that is developed throughout the year.

XIII. Hiring Retired School District Athletic Coaches

- a. If a head coaching position in a school has been advertised and cannot be filled by any person within the school, Region, or District according to School District Policy governing Athletics, that position may be offered to a person who was rated according to School District policy and who has retired from the School District of Philadelphia.
- b. Positions held by retired coaches must be advertised annually.

XIV. Hiring Coaches who are not School District of Philadelphia Teachers

- a. If a coaching position in a school has been advertised and cannot be filled within the school, Region, or District according to School District Policy governing Athletics, that position may be offered to a person who is not an employee of the School District of Philadelphia. Each coach shall be required to be rated accordingly to School District policy set forth in this document.
- b. Non-district coaches may not coach until ALL necessary paperwork has been

supplied to Human Resources, and they have been cleared to begin their duties as a coach. Such paperwork includes:

- i. FBI Background Clearance
- ii. PA Criminal Background Check
- iii. PA Child Abuse Clearance
- iv. Act 126 Mandated Reporter Training
- v. Act 168 Form Completed
- vi. All other required HR Paperwork
- vii. All other required Coaching Certifications