

*Extra Duty Responsibility Positions*

Appointment and remuneration for all coaches, club advisors, and faculty sponsors is determined by, and is subject to review by, the Board. All salary and stipend payments shall be processed through the Human Resources and Business Offices in accordance with normal District procedures. No other coaches, advisors, or sponsors can be provided through private sources or booster organizations **without prior approval of the building Principal or designee.**

*Evaluation of Extra Duty Responsibilities*

The administrator(s) responsible for evaluating extra duty responsibilities shall apply the instrument designated as Tredyffrin/Easttown School District Co-Curricular Appraisal Form in a systematic, comprehensive, professional manner. The comprehensiveness, substance, rigor, and acuity expected shall be comparable to that for regular instructional and administrative positions. Expectations for coaches are contained in the *Coaches Handbook*. Each coach will be given a copy and expected to comply with its regulations.

Adopted: December 1986  
Revised: September 1996  
Revised: September 9, 1997  
Revised: May 28, 2024

Tredyffrin/Easttown School District