

Category:	Procedure:	
Human Resources	Hiring Athletic Coaches	
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HIRING FACULTY ATHLETIC COACHES

1. Advertise all vacant positions through the applicant tracking system. Positions should remain posted for a minimum of three (3) days.
2. Principal/Athletic Director shall interview at least three (3) applicants who have applied and whose application is submitted through the applicant tracking system.
3. All coaches must complete the documentation listed in Knox County Schools Administrative Procedure AP-G-290-1. Additional forms may also be required.
4. Successful non-faculty and classified applicants must take the TSSAA Coaches Training Session if the applicant is not a licensed teacher or if the applicant is a licensed teacher with less than five (5) years teaching experience. (Refer to Knox County Schools Guidelines for Non-Faculty Athletic Coaches Employment.)
5. After interviewing at least three (3) applicants, Principal/Athletic Director recommends applicant to Human Resources Department through the applicant tracking system.
6. Coaches may not work with student athletes until all requirements are met. Principal/Athletic Director will be notified when the coach has cleared the process.

HIRING NON-FACULTY ATHLETIC COACHES

1. The position has been advertised through the applicant tracking system for a minimum of three (3) days and no full-time employee with a teaching license who meets the qualifications required for coaching the specific sport in question in available.
2. Non-faculty coaches and classified employee coaches must complete the NFHS “Fundamentals of Coaching” and “First Aid, Health & Safety for Coaches” courses prior to assuming the position. Coaches who have successfully completed the ASEP Coaches Education course prior to May 15, 2013, will not be required to take the NFHS courses.
3. All coaches are subject to TSSAA Rules and Regulations and Knox County Board of Education policies. They must conduct themselves in a manner becoming of a coach and representative of the school they serve. All coaches are responsible to the principal of his/her school. Coaches must be paid entirely from funds approved by the Knox County Board of Education. No coach shall received more than three (3) supplements.
4. Coaching positions are allocated to each sport under the negotiated contract. All non-faculty coaches must be included in the allocated number and must meet TSSAA requirements. Schools may hire

1 additional coaches but must indicate how school will pay for the coach. All coaches, including
2 additional coaches, must be paid through Knox County Schools.
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4 5. Up to five (5) years of coaching experience at the interscholastic, college, or professional level shall
5 be considered for the purpose of supplements.
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7 6. A criminal history verification and a fingerprint sample are required. The applicant is responsible
8 for the cost of the verification and sample. (Additional pre-employment requirements are listed in
9 Administrative Procedure AP-G-290-1.)
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11 7. Coaches may not work with student athletes until all requirements are met. Principal/Athletic
12 Director will be notified when the coach has cleared the process.
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