

EMPLOYMENT PROCEDURE: LIMITED CONTRACTS

The following procedures will be used to employ personnel for Limited Contracts

Limited Contracts - Instruction are defined as additional responsibilities that require significant time beyond the regularly scheduled school day. Compensation shall be paid to staff performing the approved Limited Contract based upon the following categories 1,2,3,4,5. The Limited Contract of compensation categories shall be based upon the number of hours required and the position's level of responsibility.

1. All Limited Contracts - Instruction terminate at the end of each school year.
2. Those staff members that were employed under a Limited Contract – Instruction the previous school year may be recommended by administration, without posting or advertising the position, to the Board if they received a satisfactory rating. Each staff member holding a Limited Contract - Instruction shall receive an evaluation by June 30 of each year.
3. The district reserves the right not to renew any contract regardless of the proficiency rating.

Limited Contracts - Athletics assignments are defined as additional responsibilities involving coaching, training, and monitoring student athletes in various sporting activities which require significant time beyond the regularly scheduled school day. Compensation shall be paid to staff performing approved Limited Contract - Athletics based upon the following categories A,B,C,D,E. The assignment of compensation categories shall be based upon the number of after-school hours required, the position's level of administrative responsibility, the number of students involved in the sport, the number of days in the season, the liability of the sport due to injury risks, number of events, number of staff supervised and the general exposure of the sport.

1. All Limited Contracts terminate at the end of each school year.
2. Those staff members that were employed under a Limited Contract - Athletics the previous school year may be recommended by administration, without posting or advertising the position, to the Board for that position if they received a satisfactory rating. Each staff member holding a Limited Contract - Athletics shall receive an evaluation by June 30 of each year.
3. The district reserves the right not to renew any coaching contract regardless of the proficiency rating. Coaching positions held by a person who is not an employee of the school district hired under Delaware Interscholastic Athletic Association regulation 14 DE

Admin. Code 1008/1009 7.2 Emergency Coaches may not be renewed if a qualified district employee applicant becomes available to assume that position.

Limited Contract Employment Procedures:

- A. If a vacancy exists, the Principal or Athletic Director shall post the position.
- B. The Principal or Athletic Director will first attempt to fill the vacancy from within the same building.
- C. If a position cannot be filled from within the same building, the Principal or Athletic Director shall consider other district employees.
- D. If a position cannot be filled from within the school district, the Principal or Athletic Director shall consider outside applicants who are at least 21 years of age. For Limited Contracts - Athletics outside candidates must meet conditions of 14 DE Admin. Code 1008/1009 7.2 Emergency Coaches.
- E. If interviews are required, the committee shall consist of at least three people.
 - a. Limited Contract – Instruction: Administrator, Teacher, one additional employee
 - b. Limited Contract – Athletics: Administrator, Athletic Director, one additional employee
- F. The committee shall recommend one candidate to the Superintendent, who may also interview the candidate.

REVISED: 3/22/10; 6/7/10; 7/12/10; 11/25/13; 3/18/19