

Sparta Area School District
Sparta, WI 54656

Administrative Rule 170 C - Varsity Head Coach Applications and Hiring Process

- Open varsity head coaching positions will be posted internally and externally according to District practice. A notice will also be placed in the area newspapers. Posting will include “Internal and external candidates will receive equal consideration.” Postings for other District positions will include a reference to coaching opportunities.
- Anyone sending a letter of interest or other application materials will be acknowledged in writing. This acknowledgement will indicate the status of their application materials. Application materials will receive a time, date and location stamp.
- A Selection Committee will be established. Their first task will be to review and rank all applicants according to their completed application materials. The Committee should include the High School Principal, Athletic Director, a varsity coach, one or two interested school board members scheduled by the superintendent, one parent of an outgoing senior athlete or former student, and up to three community members who are not current employees of the district. The Athletic Director will serve as the chair of the Selection Committee.
- The Athletic Director will conduct reference checks on the top five candidates, in the presence of any other interested Selection Committee member. If, in the opinion of the Athletic Director, a reference check raises a concern about the ability of a candidate to fulfill the requirements of the position, the candidate will not be eliminated, however the Athletic Director will incorporate the next highest ranking person into the pool of candidates to be interviewed.
- The Selection Committee will conduct the interviews. All Committee members should have input into the questions and be actively involved in the interview process. Selection Committee members may also ask appropriate follow-up questions for clarification.
- The Selection Committee will recommend a candidate for School Board consideration. The decision of the Selection Committee will be kept confidential until the Board takes action on the recommendation. The Superintendent will be the point of contact with the media during the entire process and will keep the Board abreast of developments.
- Head varsity coaching positions will not be reposted at the conclusion of the season unless the person holding the position resigns or was recommended for non-renewal by the Athletic Director.

Revised October 24, 2017