

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO

PROCEDURES Section 300.8, Pages 1

COACHES HIRING PROCEDURE

1. Review of Applicant Files

Applicant files will be available for review by the following personnel:

- District Activities Director or designee
- Building principal or designee
- Head coach or designee

2. Application Procedures

- In-District - In-district applicants, and/or certified and classified employees, will contact the District Activities Director or Human Resources Department at the District Office if interested in filling existing vacancies.
- Out-of-District - Out-of-district candidates, certified teacher and non-certified candidates will contact the District Activities Director or Human Resources Department at the District Office if interested in filling existing vacancies. Appropriate application materials must be completed.

3. Develop Interview Guides

- Interview guides will be developed with standard questions to be asked of each applicant.

4. Complaints – Protocol for grievances.

- Level I - Coach
- Level II - District Athletic Director
- Level III - Building Administrator
- Level IV - District Administration

February 12, 2002
Revised: November 7, 2011

Revised: May 9, 2005
Revised: October 10, 2016

Reviewed: January 10, 2011