



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4174

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CATEGORY: **Instruction, Basic Programs**

EFFECTIVE: **1-25-88**

SUBJECT: **Coaching Assignments, Noncertificated (Walk-On)**

REVISED: **10-04-2002**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the employment of noncertificated persons for the purpose of coaching athletic teams.
2. **Related Procedures:**

Assignment, general	7050
Extended-day assignments, teachers	7232

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-2000, F-2350, I-1200, I-1300; California Code of Regulations, Title 5, Sections 5531, 5532, 5590; Education Code Sections 33352, 44250, 44256, 44258, 44830, 51222, 51225.3.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Athletics/Physical Education Office, Institute for Learning.
2. **California Code of Regulations, Title 5, Section 5590** provides that under certain conditions the Board of Education may employ a noncertificated person to coach and supervise athletic teams in noncredit physical education programs and extracurricular activities. Noncertificated coaches shall have no authority to give grades to students.
3. **Authorization to Begin Work.** No person is authorized, and shall not be permitted, to begin work until an assignment authorization has been submitted and approved, and all employment processing is completed (Procedure 7050).
4. **Definition. Walk-on coach:** Any person employed to coach and supervise athletic teams who is not a full-time certificated teacher in the district.
5. **Conditions of Employment**
 - a. The annual search of the district's certificated employees has failed to fulfill the school's coaching needs.
 - b. The noncertificated person selected as a "walk-on" coach is at least 21 years of age.

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- c. The district has determined:
 - (1) The selected individual is free from tuberculosis and any other contagious disease.
 - (2) The selected individual has not been convicted of any offenses as specified in California Code of Regulations, Title 5, Section 5532(a)(3).
 - d. After his/her initial school year as a coach, the selected noncertificated employee shall annually attend at least one available seminar, workshop, or other staff development program related to sports medicine.
6. **Competency Requirements.** Conditions listed in California Code of Regulations, Title 5, Section 5532(b) must be met before a noncertificated employee can assume the responsibility of coaching an athletic team. "Conditions for Employment" forms (E.1., Attachment 1) are available from the Athletics/Physical Education Office, Institute for Learning.
7. **Authority and Limitations of a Noncertificated "Walk-On" Coach**
- a. Even though he/she has met all criteria for becoming a "walk-on" coach, the noncertificated coach must be under the direct supervision of a certificated teacher *when instruction and/or coaching takes place during an athletic period that is part of the normal school day.*
 - b. A "walk-on" coach who has met all criteria for becoming a "walk-on" coach may be given the responsibility and authority to coach an athletic team without the presence of a certificated teacher, *provided the activity is a noncredit extracurricular activity and no grades are given to students.*

D. IMPLEMENTATION

1. Principal or designee

- a. Completes "Conditions for Employment" form and keeps on file at school site.
- b. Completes "Assignment Authorization" form and submits to the Athletics/Physical Education Office, which reviews the form and, if approved, forwards to the Budget Department, Finance Division, Business Operations Branch.

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- c. Completes "Notice of Offer of Temporary Employment" form (E.3., Attachment 2) and submits to the Athletics/Physical Education Office, which reviews and forwards to the Human Resource Services Division, Office of the Superintendent, for employment.
2. **Budget Department** will certify the funding and forwards to the Human Resource Services Division for final employment (Limited Contract).
3. **Compensation for Services**
 - a. **If a "walk-on" coach is working under a limited contract:**
 - (1) **Principal or designee** submits completed "A-5" time card to the Athletics/Physical Education Office.
 - (2) Athletics/Physical Education Program Manager approves payment and forwards time card to the Budget Department.

E. FORMS AND AUXILIARY REFERENCES

1. Condition for Employment, Attachment 1
2. Assignment Authorization, Certificated and Classified, Stock Item 22-A-7225
3. Notice of Offer of Temporary Employment, Attachment 2
4. Personnel action form
5. Authorization to work

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education