

Secondary Consolidation Procedures for Staffing Coaching Vacancies



In accordance to the district strategic plan, in the fall of 2014, East and West High School will consolidate into Lapeer High School. Students in grades 10-12 will take the majority of their classes at the current East facility. During the same year, the middle school program will also consolidate into one 6-7 program housed at Rolland-Warner and a 8-9 program housed at Zemmer. This consolidation will impact both academic and athletic programming at the secondary level. The following procedures describe the process for filing the new coaching positions created by the consolidation of athletic programs at the secondary level.

1. At the conclusion of each athletic season during 2013-2014 (fall, winter and spring), all coaching positions for Lapeer High School and Lapeer Middle School will be posted for the same season the following school year. All coaching positions at Lapeer High School and Lapeer Middle School do not currently exist and therefore are considered “available positions” for 14-15.
2. All coaching positions will be filled in accordance to the procedures defined in the LEA Master Agreement.
3. In order to consider appropriate qualification, applicants for all coaching positions will be asked to complete the following:
 - Submit a letter of interest;
 - Respond to three narrative questions;
 - Complete or update “***Application for employment Interscholastic Coach***”.Individuals who have an application already on file that is two or more years old should either complete a new application or provide updated information regarding coaching experience in their letter of interest.
4. All coaching positions at Lapeer High School and Lapeer Middle School will be posted internally (for 10 days) on the following dates:
 - Fall – November 18, 2013
 - Winter – March 10, 2014
 - Spring – May 19, 2014
5. All varsity coaching positions at Lapeer High School will also posted externally (press release; district website; coaching organization websites) for 10 days on the same dates listed above.
6. At the conclusion of the posting period, the COO at Lapeer High School will coordinate an interview process for all varsity coaching positions. If more than one qualified applicant exists, the interview process will include an interview committee comprised of the COO of the high school and the middle school, the Assistant High School Athletic Director and the central office staff member designated to provide athletic oversight. The interview process will provide input for the final recommendation. For the staffing

of all varsity coaching positions at Lapeer High School for the initial opening in 2014-2015, the recommendation will be forwarded to the superintendent who will make the final decision regarding staffing all varsity coaching vacancies. If only one qualified candidate exists, an interview process may or may not be held.

7. Once the varsity coach for a sport has been selected, the COOs, assistant athletic director, and head coach for the sport, will review applicants for all sub-varsity positions. In accordance to the LEA Master Agreement, consideration will be given to qualifications and length of service. However, the most qualified bargaining unit member, as determined by the administration, will be appointed to the position.
8. Announcements regarding the complete coaching staff for the Lapeer High School and Lapeer Middle School are expected to be communicated no later than the following dates:
 - Fall – December 20, 2013
 - Winter – April 18, 2014
 - Spring – June 25, 2014
9. All appointed or selected coaches will need to meet all LCS certification requirements prior to the first practice of 2014-2015.