

SPECIAL ASSIGNMENT CONTRACT FOR COACH/ADVISOR EMPLOYEES

The Jordan School District Board of Education and the Coach/Advisor hereby agree that in exchange for the mutual consideration set forth below, and subject to the terms set forth below, the Coach/Advisor will perform the services herein and the Board will pay the Coach/Advisor the compensation stated herein.

Coach/Advisor Name _____	School _____
Special Assignment Start Date _____	Special Assignment End Date _____
Special Assignment Title _____	<input type="checkbox"/> Special Assignment Total Salary \$ _____
Special Assignment Duties:	<input type="checkbox"/> Camp/Clinic Total Salary \$ _____
1. _____	
2. _____	
3. _____	

Special Assignment Contract salary will be based on the Athletic or Activity Differential which is adjusted annually per the negotiated JEA/JSD salary agreement. **Camp/Clinic stipend will be based on projected revenue generated through registration and will never exceed an employee's maximum hourly rate potential.** If the principal chooses to pay for any additional coaches beyond the District allocation, he/she will list that agreement on the Differential Exceptions section of the Athletic Differential; the payment for services CANNOT exceed the base salary of the head coach.

The number of payments for a Coach/Advisor is based on the Athletic Differential pay schedule. **Camp/Clinic payments will be paid out at the conclusion of the camp or clinic.** The Activity payment schedule is per agreement between the Principal and Coach/Advisor. The final installment will be paid upon completion of the assignment.

As a condition of employment, each Coach/Advisor applicant must complete the following:

- **Human Resources:** **The Coach/Advisor may not begin work in this assignment until these steps have been completed.** The JSD Miscellaneous Adult application online at <http://hr.jordandistrict.org>. After your application has been submitted and approved through Human Resources and a hire sheet has been submitted by your school, you will be scheduled for an Onboarding appointment. You will then receive an email to provide confidential information. Once the information is provided, an email with instructions on how to complete the online hire forms will be sent. Remember to print the completed Form I-9 and W-4 and bring them with your I-9 verification documents when you attend Onboarding. You will be expected to complete fingerprints for JSD at that time and pay the associated fee. The HR Department will take your photo and your name badge will be sent to your location.

If the Coach/Advisor will be teaching, a Letter of Authorization or endorsement through Utah State Office of Education may be required. If it is determined by Human Resources that this is needed, the Coach/Advisor will be fingerprinted for USOE. The fingerprint fee of \$40 is payable at the time of Onboarding through the USOE website.
- **Area Administrators:** Appropriate licensure, endorsement or Coach/Advisor training with the appropriate record of achievement, First Aid and CPR training with submission of the certification card as per your assignment responsibilities, and the Concussion in Sports training as required by the State of Utah and the UHSAA. **When running a camp or clinic, at least one instructor with the above certifications must be present at all times.**

Payment for Coach/Advisors is contingent upon completion of all the above listed requirements. The Coach/Advisor agrees to complete all assigned duties to maintain high professional standards, to serve as a suitable role model for students, and to adhere to school and District policies in performing the requirements of this special assignment contract. The Coach/Advisor agrees to maintain high performance standards in the following areas (*attach documentation as needed*):

- Language Attire Personal Conduct Financial Management Other

The parties each agree that this special assignment contract is for the above-stated period of time only, and that the employee does not have an expectation of continued employment under this special assignment contract beyond the ending date.

_____ Coach/Advisor Signature	_____ Date
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- I authorize issuance of this special assignment contract for the _____ year.
 I do not authorize issuance of this special assignment contract.

_____ Principal Signature	_____ Date
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