

HUMAN RESOURCES

Salary Schedules and Guidelines

Salary Supplements

This regulation supersedes Regulation 4650.21.

I. PURPOSE

To establish guidelines for athletic coaching and extra-duty salary supplements.

II. SUMMARY OF CHANGES SINCE PUBLICATION

This regulation has been reviewed, and there are no changes at this time.

III. SUPPLEMENTS

A. Athletic Coaching Supplements

The following athletic coaching supplements are listed alphabetically by coaching category. See current version of Notice 4650 for supplemental pay rates.

Head Coach:

- Baseball
- Boys' Basketball
- Girls' Basketball
- Cheerleading--fall and winter
- Cross Country
- Girls' Field Hockey
- Football
- Golf
- Girls' Gymnastics
- Boys' Lacrosse
- Girls' Lacrosse
- Boys' Soccer
- Girls' Soccer
- Girls' Softball
- Swimming
- Boys' Tennis
- Girls' Tennis
- Boys' Track--spring and winter
- Girls' Track--spring and winter
- Girls' Volleyball
- Wrestling

Assistant Coach:

Baseball
Boys' Basketball
Girls' Basketball
Cheerleading--fall and winter
Cross Country
Girls' Field Hockey
Girls' Gymnastics
Football
Boys' Lacrosse
Girls' Lacrosse
Boys' Soccer
Girls' Soccer
Girls' Softball
Swimming
Boys' Track--spring
Girls' Track--spring
Girls' Volleyball
Wrestling

Optional Position (high school)
School Specific (high school)

B. Extra-Duty Nonathletic and Support Supplements

The following extra-duty nonathletic and support supplements are listed alphabetically by title. See current version of Notice 4650 for supplemental pay rates.

Activity Bus Driver--fall, winter, and spring
Assistant Director of Student Activities--Activities
Assistant Director of Student Activities--Athletics
Assistant to Director of Student Activities for Equipment and Facilities
Assistant to Director of Student Activities for Field Maintenance
Assistant to Director of Student Activities for Game Management I
Assistant to Director of Student Activities for Game Management II
Assistant Marching Band Director (high school)
Band Director (middle and high schools)
Choral Director (middle and high schools)
Certified Athletic Trainer--ATC 2--fall, winter, and spring
Debate--Head Coach
Drama Coach (middle and high schools)
Drill Team Advisor
Forensics--Head Coach
Instructional Management Coordinator (Fairfax High School only)
"It's Academic" Advisor
Junior Class Advisor
Literary Magazine Advisor (middle and high schools)
Newspaper Advisor (middle and high schools)
Optional Position (alternative high school only)

Orchestra Director (middle and high schools)
Safety Patrol Advisor
SCA Advisor (elementary, middle, and high schools)
Senior Class Advisor
Testing Coordinator (elementary and middle schools)
Ticket Manager
Yearbook Advisor (middle and high schools)

IV. ASSIGNMENTS

A. Guidelines

1. An employee is protected from destaff as outlined in the current version of Regulation 4250 if he or she holds any of the following assignments:

Assistant Director of Student Activities--Athletics
Assistant Director of Student Activities--Activities
Band Director
Certified Athletic Trainer--ATC 2
Drama Coach (high school)
Head Coach:
Baseball
Boys' Basketball
Girls' Basketball
Cheerleading--fall
Cheerleading--winter
Girls' Field Hockey
Football
Girls' Gymnastics
Boys' Lacrosse
Girls' Lacrosse
Boys' Soccer
Girls' Soccer
Girls' Softball
Girls' Volleyball
Swimming
Boys' Track--spring
Girls' Track--spring
Wrestling
Newspaper Advisor (high school)
SCA Advisor (high school)
Yearbook Advisor (high school)

2. A teacher may not be assigned to more than one supplemental activity that runs the length of the school year unless prior approval has been obtained from the assistant superintendent, Department of Human Resources, or his or her designee. Supplemental activities that run the length of the school year are as follows:

Assistant Director of Student Activities--Activities
Assistant Director of Student Activities--Athletics
Assistant to Director of Student Activities for Equipment and Facilities
Assistant to Director of Student Activities for Field Maintenance
Assistant to Director of Student Activities for Game Management I
Assistant to Director of Student Activities for Game Management II
Certified Athletic Trainer--ATC 2
Band Director
Cheerleading Coach
Choral Director
Drama Coach (middle and high schools)
Junior Class Advisor
Literary Magazine Advisor (middle and high schools)
Newspaper Advisor (middle and high schools)
Orchestra Director
SCA Advisor (middle and high schools)
Senior Class Advisor
Ticket Manager
Yearbook Advisor (middle and high schools)

3. Annual contracts without automatic renewal shall be offered for all supplemental activities.
4. A person relieved of his or her responsibilities by a program manager during the period of the supplemented activity must use the grievance procedure specified under Part II of the State Grievance Procedure if he or she wants to contest the program manager's action.

B. Athletic Trainers

Athletic trainers must be certified by the Virginia Board of Medicine and the National Athletic Trainers' Association Board of Certification (hold the athletic trainer certified (ATC) credential). In addition, certified athletic trainers ATC 2 may not be assigned an additional athletic coaching or extra-duty activity unless prior approval has been obtained from the assistant superintendent, Department of Human Resources, or his or her designee.

C. Requirements

1. Coaches and sponsors of interscholastic activities must meet the requirements of the Virginia High School League. (Refer to Coaches Rule in the VHSL Handbook.)
2. Principals should use as many educational staff members in supplemental activities as possible. With the exception of an assistant principal I (who may coach), no educational administrator or assistant director of student activities may be assigned athletic coaching or extra-duty activities unless prior approval has been obtained from the assistant superintendent, Department of Human Resources, or his or her designee.

3. Coaches who coach teams for more than one school in the same sport (e.g., gymnastics) shall not be paid more than one supplement without the prior written approval of the assistant superintendent, Department of Human Resources, or his or her designee.
4. The principal shall be responsible for preparing contracts for athletic coaches and other extra-duty activity assignments annually. The contracts shall become effective when signed by the employee concerned, the principal, and the assistant superintendent, Department of Human Resources, or his or her designee.
5. Employees shall not be assigned extra responsibilities for which salary supplements are provided unless they have signed supplemental contracts. Subsequent changes in assignments must be reflected in new contracts that contain notations that the latest contracts supersede previous ones of given dates.
6. Nonemployees who meet the requirements of section III.C.1. and who are offered supplemental contracts must meet employment requirements (including application, two acceptable employment references, negative tuberculin test results, fingerprinting, and I-9 forms) prior to beginning supplemental assignments. Nonemployees will be issued temporary ID badges by the Department of Human Resources.

V. PAYMENT PROCEDURE

At the completion of the extra duties involved, employees shall be paid according to the salary and payment schedule in the current version of Notice 4650, Salary Supplements.

See also the current versions of: Regulation 4250, Destaff-Teachers, Educational Administrators, and Instructional Assistants
Notice 4650, Salary Supplements
[VHSL Handbook](#)