

MEMORANDUM OF UNDERSTANDING
between
EDMONDS SCHOOL DISTRICT NO. 15
and
EDMONDS EDUCATION ASSOCIATION

THIS MEMORANDUM OF UNDERSTANDING regarding the job description, responsibilities, and appropriate role of the Athletic Coordinators at four high schools in the District will be effective immediately upon signature of both Parties. The agreement herein is intended to provide clarification and greater understanding of the Implementation Memo, revised as of September 2014 and titled CERTIFICATED EXTRA DUTY POSITIONS (Minimum Requirements - HIGH SCHOOL), between the Edmonds Education Association (EEA) and the Edmond School District No. 15 (District), as it pertains to Athletic Coordinators.

WHEREAS, the Coaches Association/Edmonds Education Association serves as the exclusive bargaining representative for all paid coaches in the District;

WHEREAS, the representatives for the Education Association and the Coaches Association are one and the same, when a dispute arises that involves both coach and Athletic Coordinator, a conflict of interest is inherent, and the Association's Duty of Fair Representation is compromised;

WHEREAS, Athletic Coordinators are members of the bargaining unit represented exclusively by the Edmonds Education Association;

WHEREAS, the Edmonds Education Association serves as the exclusive bargaining representative for all certificated non-supervisory employees under a regular, a non-continuing, a provisional or part-time (.2 or more) contract in positions which require the employee to hold a teacher or educational staff associate certificate, excluding principals, assistant principals, the Superintendent, and all supervisory and administrative positions identified as Administrators, Levels I through IV, and Superintendent's Staff;

WHEREAS, the job duties referenced in the Implementation Memo, revised as of September 2014 and titled CERTIFICATED EXTRA DUTY POSITIONS (Minimum Requirements - HIGH SCHOOL), include both supervisory and non-supervisory tasks;

WHEREAS, the Parties failed to distinguish which tasks are exclusive to the building administrator(s) and which tasks may be shared by the building administrator(s) and Athletic Coordinator;

THEREFORE, the undersigned parties hereby agree as follows:

1. The following duties/responsibilities shall be exclusive to building administrators:
 - Conducting investigations, including, but not limited to, notification, fact finding, both before and after notification of investigation, any and all interviews, both before and after notification of investigation, and communication of findings based upon complaints of improper conduct.
 - Evaluation of coaches
 - Observation of practices and/or contests for the purpose of evaluation

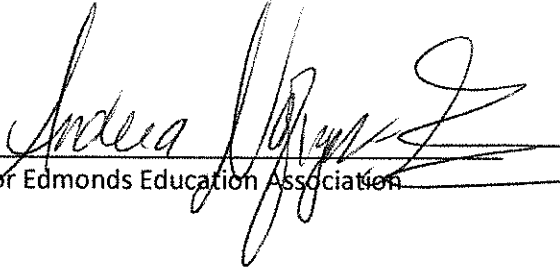
- Final decision-making authority for the hiring and termination of all coaches in the building.
- Ensure communication regarding WIAA and building athletic policies.
- Facilitate parent/coach meetings, if previous meeting(s) between and among parent and coach or parent, building Athletic Coordinator, and coach fail to result in resolution

2. The building administrators may share the following duties/responsibilities with athletic coordinators.

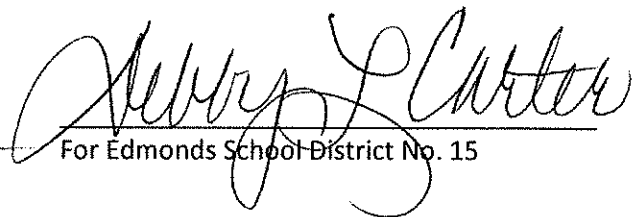
- Work with District AD to prepare for meetings
- Coordinate scholar-athlete paperwork
- Coordinate supervision of athletic events
- Attend ESD seasonal coach meetings
- Facilitate seasonal parent/coach meeting
- Meet with coaches to provide feedback and for coordinating and procedural purposes
- Observe practices and/or contests to provide feedback to the administrator regarding the evaluation process.
- Accept and review eligibility paperwork
- Ongoing oversight of eligibility requirements
- Coordinate in-building game staff
- Interview potential coaches and game staff
- Coordinate and facilitate interviews of potential coaches and game staff
- Schedule and inspect practice/game facilities
- Coordinate and meet with full booster group
- Coordinate fundraising requests/fundraisers
- Complete/submit WIAA required paperwork
- Coordinate administrative supervision for events
- Meet with parents and student athletes as needed
- Coordinate transportation requests

EDMONDS EDUCATION ASSOCIATION

EDMONDS SCHOOL DISTRICT NO. 15



 For Edmonds Education Association



 For Edmonds School District No. 15

5-15-19

 Date

5-17-19

 Date