

Date: January 18, 2017

TO: New Coach

FROM: Brandon Crohare - Human Resources

RE: Supervisor Roles

Congratulations on your new coaching assignment! Welcome to the Eugene School District 4J team!

There has been some confusion around who your supervisor is while working in this coaching position within 4J so we wanted to clarify on the front end.

The building Principal or designated Assistant Principal is your supervisor. They are the ones responsible for the school budget, making personnel decisions for positions they manage, staffing (including hiring for positions) and investigating concerns within the building. The Human Resources Department establishes pay and compensation practices.

The Athletic Director is responsible for leading/directing the athletics program in the building. They assist the building Administration in many of their tasks.

A Head Coach is responsible for the direction of their sport. They are not supervisors. A Head Coach may direct the day to day work of assistant coaches, may participate in the hiring process, but is not authorized to establish compensation agreements, discipline employees, or to make hiring decisions.

If you have any concerns they should be brought to the attention of the Principal (or designated Assistant Principal), your Athletic Director or Human Resources.

If you have any questions please contact us at (541) 790-7660 or HR@4j.lane.edu.

Thank you. Congratulations again!

Brandon Crohare  
HR Generalist II