



# Human Resource Services

## Hiring of Athletic Coaches

Step	Eligibility Criteria	Procedures to Follow
1	Ask if any <b>Certificated</b> on staff are interested.	<p>If <b>YES</b>:</p> <ul style="list-style-type: none"> <li>Send <b>Requisition for Per Diem Personnel</b> (PSL-F003) with budget code to <u>Area Superintendent</u> and cc: your <u>Personnel Technician</u>.</li> <li>Include coaching name, sports, dates stipend amount.</li> <li>Send Time Sheet to Payroll Services.</li> </ul>
2	If “ <b>NO</b> ” <b>Certificated</b> on staff are interested, then proceed with posting process.	<p>If <b>NO</b>:</p> <ul style="list-style-type: none"> <li>Submit a <b>Requisition for Per Diem Personnel</b> (PSL-F003) to Team <u>Human Resource Services Analyst</u> with budget code.</li> <li>State <b>sport, type of coach, and stipend category</b>.</li> <li><b>Requisition for Per Diem Personnel</b> will be used to post the position using SCTA guidelines, minimum of four days. Applicants apply using the on-line application process.</li> <li>Credentialed applicants will receive <u>prior</u> referral for interview.</li> <li>Non-staff members must have the Activity Supervisor Clearance Certificate (ASCC) on file according to AB 1025.</li> <li>Classified <u>may not</u> be referred until site documents in interview/ rating why <b>Certificated</b> referrals were not qualified or selected.</li> </ul>
3	Conduct interviews.	<ul style="list-style-type: none"> <li>Team Human Resource Services Analyst refers names to be interviewed to site Principal.</li> <li>Site conducts standard interviews using SCTA interview packet.</li> <li>Site sends Recommendation Packet, including application, credentials, letters of recommendation, etc., to <u>Team Human Resource Services Analyst</u>.</li> <li>Human Resource Services will offer employment.</li> </ul>
4	Process candidate.	<ul style="list-style-type: none"> <li>All <u>new</u> Athletic Coaches and/or any <u>formerly terminated</u> or inactive coaches must be recommended for hire/rehire to Team Human Resource Services Analyst.</li> <li>Team Human Resource Services Analyst will contact the <u>candidate</u> to conduct <u>pre-employment processing</u>. This will include fingerprinting, TB testing, and the pre-employment processing booklet, etc.</li> <li>Team Human Resource Services Analyst will notify the site on completion of required processing materials and clearance <b>prior</b> to coach beginning work.</li> <li><u>Pre-employment processing requirements must be completed and cleared before new employees may start work</u>. The Team Human Resource Services Analyst will write the name of the new hire on the Requisition for Per Diem Personnel, and site will follow-up with corresponding Per Diem Time Sheet to Payroll Services.</li> </ul>
5	Athletic Coach Certification Packet (pre-employment requirement).	<ul style="list-style-type: none"> <li>All sites are required to maintain a fully completed Athletic Coach Certification Packet on file at the school site. A master packet is included for duplication and use.</li> </ul>

**ALL COACHES THAT HAVE NOT WORKED IN THE LAST SIX MONTHS MUST BE RE-FINGERPRINTED.**

## Successful Reminders to Site: Athletic Coach Hiring Process

If you are **recruiting new applicants**, be sure they have **completed an on-line application** via the district web page, [www.scusd.edu](http://www.scusd.edu). Please do not recommend a new candidate that does not have an on-line application on file. Non-staff members (non-certificated) must have an **Activity Supervisor Clearance Certificate (ASCC)** from the California Commission on Teacher Credentialing.

Do not start any new, terminated, or inactive candidates to work **prior** to clearance from the appropriate Team Human Resource Services Analyst for all of the pre-employment requirements, such as fingerprint clearance, TB clearance, and more.

Site should print e-mailed Notice of Vacancies and track status of referrals: interviews, recommendations for hire, Per Diem Requisitions, Per Diem Time Sheet, and Coach Certification Packet for each.

Include copy of application with all New Hire Recommendation Packets. Read the application, specifically the Background Information section for any red flags.

Completely track Per Diem Requisition and Per Diem Time Sheet for each coach to ensure Human Resource Services/Payroll Services completion for hiring/payment.

Ensure that each coach has on file at site the Athletic Coach Certification Packet.

When a position is posted, the **applicants with a credential** are referred for an interview as a priority over those that do not hold a credential.

Rating/Interview Packets should be fully documented and completed if interviewing an **in-district permanent employee**, since they have a right to grieve the hiring process.

Any process questions along the way, please consult with your Team Human Resource Services Analyst.

