PAID-NON TEACHER COACHES
Step-by-step Instructions

<u>Appointed Coaches cannot interact with students until they have completed processing.</u>

1. **<u>Application process</u>**: New applicants must have completed an online application on the district's website: www.sdhc.k12.fl.us applying for the position of athletic coach. Be sure to provide all requested information.

2. **<u>School site interview</u>:** Sites are responsible for the hiring of all site personnel. You will be required to interview with the Principal/Assistant Principal for Administration.

3. **<u>If you are offered the position by school administration</u>**: The school initiates the hiring process. After advertising the vacancy and checking FTE units are available, the school site must create a personnel transaction.   This may take several days.

4. **<u>Athletic coaching certification is a requirement for all paid coaches</u>:** All non-teacher coaches in paid positions must hold valid Florida Department of Education (FLDOE) certification. This includes district certified instructors in fields such as culinary arts, ROTC, substitute teachers or anyone who may work for the district but does not hold a valid FLDOE teaching certificate. Hourly personnel such as clerical, custodial, or food service may not be appointed into a paid coaching position. Applying for a temporary certificate will be part of the processing procedure. Please go to the Florida Department of Education's website, https://flcertify.fldoe.org/datamart/login.do, to apply and pay the $75 fee for your teaching certificate in the following subject area(s) Athletic Coach. **The cost of the certification must be paid by the employee through a credit or debit card prior to your employee processing appointment.** A temporary certification will be issued for three years. During this time frame you must complete the following mandatory coursework:

5. **<u>Processing</u>:** Once the site can view the new hire's Employee Maintenance Screen comments (HR11), and can download the employee's new hire packet from E-reports; **the site is to print the packet, give it to the new employee, then the new employee can be sent to the ISC (Instructional Services Center) for processing.**
   The new employee must present:
   - the packet
   - a valid photo ID
   - social security card

   <u>The prospective coach must also pay a fingerprinting fee and a fingerprint-monitoring fee that requires pre-registering online prior to reporting to processing.</u> Instructions will be in your packet.

These classes must be presented by certified instructors and may be taken through programs offered by Hillsborough and Pinellas County School Districts or through college credit. It is strongly recommended that you maintain an accounting of all courses taken. Once all requirements have been met, you will be issued documentation by the Athletics Department to apply for a professional certificate which can be renewed every five years.

6. **Employee Clearance**: Information regarding the **clearance status** of **new hires** and **rehires** will be reviewed by the school site. **The Principal or his/her designee is to notify the head coach of the start date for non-teacher paid coach**.

7. **Resignation or termination of a non-teacher paid coach**: All non-teacher coaches (paid and volunteer) are hired on an "at will" basis. Principals reserve the right to terminate these employees at any time, without cause, at their discretion.

8. **Annual training:** Coaches will be required to attend all district mandated training to be eligible to receive a coaching supplement. This includes but is not limited to: yearly Positive Coaching Alliance training, CPR /AED certification, and sport specific training or rules presentations.