

HIRING PROCEDURES-COACHES (DISTRICT ALLOCATED POSITIONS)

Hiring of Coaches- *The hiring of quality and qualified coaches is perhaps one of the most important responsibilities that the Athletic Administrator and Athletic Director can make. A quality coach can make a school and athletic department look great, and a questionable or under qualified coach can create a substantial amount of problems. The Hiring Procedures are based on Board policy and have been put together through the joint efforts of Student Activities, Human Resources, and the WCSD Police Department. All questions on hiring procedures should be directed to the Student Activities office. The "half sheet" is available through Student Activities, and can be viewed in the appendix of the Athletic Manual.*

Coaches must be 21 years of age or older. If there is no qualified coach that meets the minimum age a written request must be sent to Student Activities for approval of a younger qualified coach.

PROCEDURE

- 1) Prospective coach must complete a "District Coaching Application" and **is required to electronically attach their application to the posted position.** The application must be printed out by the **school-site-designee** (Secretary, Athletic Administrator, Athletic Director) **using the Administrative login and password for their school site.** If you cannot print out the application at the **school site** that indicates there is a problem with the application. Contact Human Resources for specifics. It is important at this point to talk to the applicant in regards to being totally honest in filling out their application. If they falsify or **OMIT** information from the application they will **not** be allowed to coach.
- 2) On-line application must be signed at the top by the coach **and the school-site-designee.**
- 3) New coach must fill out the W4.
- 4) ***The I-9 will be completed by Human Resources when the coach turns in his paperwork. I-9's are only completed if the coach was not in a paid coaching position last year. Listed on the back of these instructions is the "Lists of Acceptable Documents" which outlines the various documents that can be presented in order to complete the Form I-9. Please note that the original document(s) from List A OR List B AND List C are needed for verification.***
- 5) A Coaching Requisition to Hire form (HR-F520) will be completed by school-site-designee with an administrator's signature. A copy should be attached to the coaching paperwork and this form **must then be submitted electronically to position control.**
- 6) The fingerprint clearance form will be attached to all other forms and will be given to the new coach to take to Human Resources to be fingerprinted (There is a half sheet for New Coaches and a **different** half sheet for Returning Coaches).

DO NOT SEND COACHES TO FINGERPRINTING WITHOUT COMPLETELY FOLLOWING STEPS 1-6!

It is the coach's responsibility to take the paperwork to Human Resources to be fingerprinted and turn in the paperwork (complete an I-9 if they were not paid last year).

CURRENT DISTRICT EMPLOYEES- NEW TO COACHING

Coaches already currently employed with the District, i.e., substitute teachers, bus drivers, etc. are only required to have the Requisition to Hire form (HR-F520) completed **and electronically submitted to position control.** They will need to see their school-site-designee to fill out form, they do not need fingerprinting.

RETURNING COACHES ALREADY IN A DISTRICT ALLOCATED POSITION (i.e. MS Girls Volleyball Coach)

NON-CONTRACTED EMPLOYEES- These are coaches who coach year after year on an ongoing basis, but hold no other position with WCSD. **ALL** of these coaches **must** be fingerprinted each school year, and optimally six weeks prior to the start of the season.

- 1) Print completed, updated application at the school site, **both coach and school site designee sign printable application.** Complete Reprint Clearance form.
- 2) Go to Human Resources to be re-fingerprinted. This process should be initiated 6 weeks prior to the start of the season.
- 3) **\$55.00** will be deducted from the coach's end-of-season check to cover the cost of fingerprinting.

Interview records for coaches must be kept for three years. This includes all reference checks, interview questions, etc. Once a coach is hired and cleared, their records will be sent back to the school for filing.