



## Hiring Procedures for a New Athletic Coach

The following procedures must be followed when Athletic Directors hire a **new** athletic coach **who is not employed with the Charlotte County Public Schools.**

1. The Online Employment Application Process must be completed, including:
  - a. Completing an (ONLINE) Employment Application for an Open Coaching Position. The Application is located within the Employment Opportunities Section of the Human Resources Webpage.
  - b. Official College Transcript(s), if applicable, or a copy of a high school diploma or GED must be sent in a sealed envelope to Human Resources or emailed to [transcripts@yourcharlotteschools.net](mailto:transcripts@yourcharlotteschools.net).
  - c. Professional References: Three Online References (no personal or family) must be completed as part of the Online Employment Application Process
2. When the Human Resources Department approves the applicant for hire, the employment process will begin.

During the onboarding process, the applicant will need to complete the following requirements (with the approximate costs):

- a. Fingerprinting
- b. Drug Testing
- c. Athletic certification (\$75.00 to FLDOE)
- d. CPR/AED certification/First Aid (may be free, may have a cost)
- e. All onboarding tasks, including required trainings

Athletic coaches without a valid Athletic Certification or CPR/AED/First Aid card will be considered a volunteer and **no supplement will be given.**

For **returning coaches** (had a break in service), steps 1 and 2 above must be completed before they may coach.

The following procedures must be followed when Athletic Directors hire a **new** athletic coach **who is employed with the Charlotte County Public Schools.**

- For returning coaches (had a break in service), step 2 above must be completed before they may coach (except step b).
- For current coaches, the first supplement payment for coaching may be withheld from coaches who are not in compliance with teacher/Athletic Coach certification or with CPR/AED/First Aid certification.