

## Administrative Reminders

All open positions must be posted unless open to only building staff.

Only coaches which have applied via AppliTrack can be considered (this includes volunteers that are being moved into a paid position.)

Hiring approval must be given prior to hiring any coach.

Volunteer coaching list must be submitted to HR and form is signed off by head coach of the sport and school AD.

Drop zero dollar ER to payroll.



### NEW COACHING HIRE PROCEDURES

- ⇒ POST COACHING VACANCY
- ◆ JOB OPENINGS ARE COMMUNICATED TO AD, ATHLETIC SECRETARY OR OFFICE MANAGER
- ◆ JOB RECEIVES APPROVAL
- ◆ APPLICATIONS ARE ROUTED FOR AD REVIEW.
- ⇒ INTERVIEW CANDIDATES AFTER POSITION IS CLOSED
- ⇒ MAKE SELECTION AND ATTAIN HIRING APPROVAL.
- ⇒ MAKE OFFER, DROP ER AND COMPLETE ALL NEW HIRE FORMS ON APPLI-TRACK.
- ⇒ SEND NEW COACH TO HR AND PAYROLL BEFORE STARTING POSITION.



Poudre School District

ATHLETICS



Coaching

Educate  
Every  
Child,  
Every  
Day

# Coaching at PSD

## COACH MUST COMPLETE ALL CERTIFICATIONS AND MODULES BEFORE ANY CONTACT WITH ATHLETES

>Paid Coaching/Extra Duty position applications must be completed with an online application found on the PSD Employment website under vacancies. <http://www.applitrack.com/psdschools/onlineapp/default.aspx>

>Volunteer coaches must register online with the PSD Volunteer/Partnership Center, complete the required PSD modules and training prior to working with the any student-athletes.

**A paid coach must be registered through CHSAA or is a certified teacher through CDE**

CHSAA Coaching Certification can be found at [www.CHSAAANOW.org/COACHES](http://www.CHSAAANOW.org/COACHES)

Required Training Certifications for **ALL** PSD Coaches

- **CPR/AED Certification**

(must be valid throughout sport season)

PSD offers CPR/AED classes throughout the school year. Coaches must register online through Professional Development Course Catalog OR provide proof of completion of Red Cross or American Heart Association CPR/AED course. This can be completed in a group setting at school or off campus providing the instructor has current accreditation

- **First Aid Certification**

PSD offers First Aid classes throughout the school year.

Coaches must register online through Professional Development Course Catalog OR provide proof of completion of Red Cross or American Heart Association First Aid course

Can be completed by an outside instructor/class providing instructor has current accreditation

- **Completion of Concussion in Sports Annual Training**

Attend PSD Concussion Training Seminar; August 8, 2015 at FCHS, 8:00a-9:00a OR provide proof of completion of Concussion in Sports course ([nfhslearn.com/courses/38000](http://nfhslearn.com/courses/38000))



Additional Mandatory Modules for **ALL** Coaches  
Courses available through PSD Professional Development Course Catalog

- **School Health and Blood-Borne Pathogen Online Training** (required annually)
- **Child Abuse and Child Protection Online Module** (required annually)
- **Sexual Harassment Awareness Online Module** (completed at time of hire, renew every 3 years)
- **Time Out, Seclusion & Restraint Training Module** (completed at time of hire, renew every 2 years)
- **Diversity in the Work Place** (one time training completed at time of hire)