



PAID COACHES

For Principals/Athletic Directors

IN ORDER TO BE A PAID COACH THE FOLLOWING MUST OCCUR:

- THE COACHING JOB IS POSTED (using a Personnel Request Form)
- THE COACH BIDS ON THE POSITION (SEE BID SHEET ATTACHED)

ONCE THE JOB CLOSES, THE BIDS ARE SENT TO THE PRINCIPAL/AD OF THE SCHOOL.

WHEN SPEAKING TO POTENTIAL APPLICANTS, PLEASE ASK THE FOLLOWING QUESTIONS:

1. DO YOU HOLD A VALID WEST VIRGINIA TEACHING LICENSE ISSUED FROM THE WVDE? (You will have a year to complete the process with WVSSAC/WVDE)
Yes / No
2. DO YOU HOLD A VALID WEST VIRGINIA COACHING LICENSE ISSUED FROM THE WVDE? **Yes / No**
3. DO YOU HOLD THE CERTIFICATES OF COMPLETION OF THE WVSSAC COACHING COURSE?
 - a. WVSSAC COACHING PRINCIPALS **Yes / No**
 - b. WVSSAC FIRST AID **Yes / No**
 - c. WVSSAC ASSOCIATION COURSE **Yes / No**
 - d. High School Diploma or College Transcripts
4. If the course is completed from the WVSSAC – HAVE YOU APPLIED FOR YOUR COACHING LICENSE WITH THE WVDE?
 - a. Complete form 39
<http://wvde.state.wv.us/certification/forms/>
 - b. State/Federal Background Check through MorphoTrust
1-855-766-7746
 - c. Complete form 7
<http://wvde.state.wv.us/certification/forms/documents/Form07.pdf>



RENEWAL of Coaching License issued by the WVDE:

(ALL CIVILIAN COACHES ACC OR PAID, MUST RENEW THEIR COACHING LICENSE WITH THE WVDE EACH YEAR)

PLEASE FOLLOW THIS LINK TO **RENEW**.

<http://wvde.state.wv.us/certification/forms/> (Form 39 – RENEWAL)

NEW APPLICANT – PAID COACHES

Monongalia County Schools must have the following prior to Board approval of a new paid coach.

- Complete and submit the Mon. County Schools Online application
<https://www.applitrack.com/monongalia/onlineapp/>
 - Drug Free Workplace I and II
 - Upload Coaching License issued through the WVDE
 - Upload Transcripts
 - W4
 - WV 104
 - Direct Deposit w/Voided Check
 - I-9 Form
 - Driver's License
 - Social Security Card or Birth Certificate