



**INSPIRE. EMPOWER. NURTURE.**

Enter with promise. Leave with purpose.

**DISTRICT 155 CENTER FOR EDUCATION**

One South Virginia Road

Crystal Lake, IL 60014

**PHONE:** 815.455.8500

**FAX:** 815.459.5022

**www.d155.org**

## COACHING INSTRUCTIONS

- Complete the attached documentation and drop it off, in its entirety, to the school's Athletic Department. Failure to complete all requirements herein will prevent you from coaching or being paid.
- Apply online for the Volunteer/Contractor position - <https://d155.tedk12.com/hire/index.aspx>. If you've previously applied for this position, you do not need to do it again.
- All applicants 18 years of age and older are required to complete a background check through Accurate Biometrics. Complete the last page of this packet and provide it to the staff of Accurate Biometrics while there. District 155 cannot accept background results from other vendors. If you choose to have fingerprinting done elsewhere, you will not be reimbursed for the cost and you will not be permitted to coach.
- Two forms of ID (ex., driver's license/state ID, social security card, passport) for the I-9 Employment Eligibility Verification are required. Please bring these to be copied when you drop off your paperwork.
- Effective July 1st, 2023, Faith's Law requires school districts to complete employment history reviews for all applicants for employment who will have or have previously had direct contact with students or children, to verify and prevent any sexual misconduct or abuse with students. This requirement is for hiring in all public, non-public schools, charter schools, and school contractors. Instructions to complete this are on the second to last page of this document.
- To receive credit for previous coaching experience, complete part A of the [Verification of Coaching Experience](#) form and send it to your previous district/school. They will complete part B and send it back to HR. Alternatively, your previous district/school may be able to give you a letter, on letterhead, stating your seasons of paid experience and what you coached. You will be placed at step 1 until the District receives confirmation. Only PAID high school and/or college coaching experience is considered; club, middle school, and summer coaching will not count toward years of experience.
- Once fingerprinting has been completed, please email a picture of yourself, shoulders up, to [pjuarez@d155.org](mailto:pjuarez@d155.org), which will be used for your building ID. If applicable, this ID will be sent to the school to the attention of the head coach/athletic director. Paid coaches will have a District email address created; see building-level tech to access your account. HR will communicate with the Athletic Director once you are cleared to coach, typically within a week; this timing is contingent upon your submission of all required documentation.