

PATERSON PUBLIC SCHOOLS

Hiring Athletic Coaches Guidelines and Procedures



2010-2011

Dr. Donnie Evans
State District Superintendent

Ms Olga L Reyes
Interim Director Human Resources

HIRING ATHLETIC COACHES

Guidelines and Procedures

NOTE:

- Beginning 2006-2007 school year, all new coaches will have one year after being hired to successfully complete the National Federation of High Schools/American College of Emergency Physicians (NFHS/ACEP) Coaching Principles Course.
- Beginning 2006-2007 school year, all new coaches will have one year after being hired to successfully complete “Sports First Aid” Course.
- Beginning 2006-2007 school year, all coaches must be CPR (Cardiopulmonary Resuscitation) certified.
- Coaches currently in place, and/or who have experience coaching in a NJSIAA high school prior to the 2006-2007 school year, will be exempt from taking the NFHS/ACEP Principles Course and the Sports First Aid Course. (While experienced coaches will not be required to adhere to all of the provisions listed above, it is recommended that all coaches complete the Coaching Principles and Sports First Aid Courses in addition to having CPR Certification.)

Copies of Coaches certification and/or documentation of successfully completing the above mentioned coursework should be submitted to the school’s Athletic Director and kept on file. A copy should also be submitted to the Office of Human Resources/Personnel and kept in their Personnel

- A complete Personnel Transaction Form with the attached form must be submitted to the Office of Personnel with the signatures of the Building Principal and Athletic Director prior to the beginning of each season by the following dates:
 - Fall Coaches will be submitted no later July 1st
 - Winter Coaches will be submitted no later than September 1st
 - Spring Coaches will be submitted no later than Jan. 1st

- Renewals must submit the following:
 - Completed Application
 - Attach Copy of the Posting
 - Attach Coaches' Job Description
 - Attach Original Certificate
 - Attach Completed Coaches' Experience Approval Form

- Substitute Certificate staff:
 - Completed Application
 - Attach Copy of the Posting
 - Attach Original Substitute Certificate
 - Attach Coaches' Job Description
 - Attach Completed Coaches' Experience Approval Form

- Expired Substitute Certificates must be renewed by obtaining a Renewal Form from the Substitute Office and submit the following:
 - Completed Application
 - Attach Copy of the Posting
 - Attach Completed Renewal Form
 - Attach Coaches Job Description
 - Attach Completed Coaches' Experience Approval Form

- Lost Substitute Certificates must be renewed by completing a Statement of Lost Form and a \$25.00 money order payable to the Commissioner of Education and submit the following:
 - Completed Application
 - Attach Copy of Posting
 - Attach Coaches' Job Description
 - Attach Completed Coaches' Experience Approval Form
 - Attach Completed Statement of Lost Form

- Certified Staff (CE, CEAS,) Certificate of Eligibility/ Certificate of Eligibility with Advanced Standing must submit:
 - Completed Application
 - Attach Copy of Posting
 - Attach Coaches' Job Description
 - Attach Original Certificate
 - Attach Completed Coaches' Experience Approval Form

- At any time before or during the season, if a coach should change, you must complete a Personnel Transaction Form specifically for that person/position or they will not be paid.
- At the end of each season resubmit the attached list of coaches for payment with accurate names, social security numbers, stipends etc. A disc will be provided with a coaches' roster form. Input coaches names and their information on the disc. Please, hand deliver a hard copy and completed paperwork to Anna Adams, Office Personnel to insure it has been received.
- A name appearing on the list for payment and not on a Personnel Transaction Form will not be paid.
- Once the Office of Personnel approves all applications the Coordinator of High Schools will sign off and approve. The packet will be hand delivered to the County Office for approval.
- Under no circumstances are any forms or applications to be brought or sent to the County Office.
- The time line with cut-off dates must be adhered to, so the applicants can be approved by the County Office before and by the Paterson Public School District Board of Education before the season begins.