



DISTRICT ATHLETICS HIRING PROCESS

All Varsity Head Coaching Positions

For vacant positions, submit an RFP Form to RFPdocs@centralusd.k12.ca.us
HR Technician will post the position on [EdJoin](#) and PowerSchool.

HR Technician will email qualified applications to school site Athletic Director.

All other "Coaching Opportunities"

Submit an RFP [Google Form](#).
District Athletics Secretary posts all other job opportunities on [EdJoin](#) and PowerSchool.

District Athletics Secretary will email qualified applications to School Site Principals and Athletic Directors.

School Site schedules interviews for all employees and qualified candidates.

***Note: In-house personnel must be interviewed*

Once interviews are completed, site sends INH and Ranking Forms for top 2 candidates to:

RFPathletics@centralunified.org

***Do not make job offer. All applicants not selected must be notified of non-selection/non-interviewed to position.*

District Administrator reviews hiring forms and schedules level 2 interview.

Once interviewed and approved by the District Administrator, the INH/Ranking forms are sent to Human Resources.

District Administrator reviews hiring forms and schedules level 2 interview.

Once reviewed, the District Athletics Secretary forwards INH/Ranking forms to the HR Technician.

A fingerprint appointment will be scheduled for all new district employees.

Once fingerprints clear, the HR Technician will email the "On-Boarding" packet to the candidate.

***Note: You must complete this packet in order to be cleared!*

As soon as the "On-Boarding" documents are complete, the HR Technician will enter the Coach in Everest.

The Coach will complete the Clearance Process prior to attending practices or games. →

Coach will begin the Clearance Process:

- Create a Home Campus account
- Valid TB test
- CPR/1st Aid- Hands-On for ALL Head Coaches/Online for Assistant Coaches
- NFHS/CIF- "Fundamentals of Coaching"- MS and HS
- NFHS
- Public School Works