



HR 2020-21 NEW PAID WALK-ON COACH

ATHLETICS APPLICANT PRE-EMPLOYMENT CHECKLIST

SUBMIT ALL NECESSARY PAPERWORK TO: [WALK ON COACH COMPLETED APPLICATIONS FOLDER](#)

Requirements

- Tuberculosis (TB) Test Results** - Provide an Adult Initial TB Risk Assessment Questionnaire with the Adult Certificate of Completion signed by a Physician, Physician Assistant, Nurse Practitioner, Registered Nurse or School Nurse if no risk factors are identified. If risk factors are identified, a TB skin test needs to be performed and a Certificate of Completion needs to be provided once the Physician, Physician Assistant, Nurse Practitioner, Registered Nurse or School Nurse performing the examination determines that the individual is free from TB. (Note: TB clearance must be renewed every 4 years as a condition of continuing employment); TB clearance must be ISSUED WITHIN 60 DAYS PRIOR TO YOUR START DATE.
- Government Issued ID** - (Military ID, Non-Expired Driver's License)
- Signed Social Security Card** - (Must be the original document). If you do not have a Social Security Card, please upload proof from the Social Security Office that a new card has been requested. Please bring the new card in to be copied for your file when you receive it. If social security card indicates that you need your Immigration and Naturalization Services (INS) card, please bring your INS card with you.
- Permanent Resident Card (PRC) or Employee Authorization to Work Card (EAD)** - (If applicable). If you have become a US Citizen bring your US Passport.
- Fingerprints** - Due to COVID- 19 and the current health crisis our office is currently closed and not processing fingerprints. Click [HERE](#) for locations and instructions on where you can be processed for your fingerprints/livescan. Please make sure to have both DOJ & FBI background checks in order to be approved by SDUSD. Each location has different fees for the processing. These fees are paid by the employee and volunteers. You must be fingerprinted by SDUSD, even if you have printed for another agency or district. You CANNOT work until fingerprints clear.
- Must be 21 years old or older to coach**
- Required Certificates for all Coaches EXCEPT Football Coaches** (Football Coach requirements are listed below):

<input type="checkbox"/> Adult and Pediatric First Aid/CPR/AED Card - (Valid for 2 years, no online certification accepted)	<input type="checkbox"/> Coaching Ed Class Part 1 Classroom Only - (Lifetime) <input type="checkbox"/> Fundamentals of Coaching Part 2 Online -(Lifetime)
<input type="checkbox"/> Sudden Cardiac Arrest - (Valid for 2 years) <input type="checkbox"/> Concussion in Sports - (Valid for 2 years) <input type="checkbox"/> Heating Illness Prevention - (Lifetime)	<input type="checkbox"/> Mandated Reporter Training - (Annual training) https://sandiegounified-ca.safeschools.com/

Required Certificates for Football Coaches ONLY (completion includes NFHS Heads Up Certification):

<input type="checkbox"/> Adult and Pediatric First Aid/CPR/AED Card - (Valid for 2 years, no online certification accepted)	* <input type="checkbox"/> Coaching Ed Class Part 1 Classroom Only - (Lifetime) * <input type="checkbox"/> Fundamentals of Coaching Part 2 Online -(Lifetime)
<input type="checkbox"/> Mandated Reporter Training - (Annual training) https://sandiegounified-ca.safeschools.com/	* <input type="checkbox"/> Sudden Cardiac Arrest - (Annual training) * <input type="checkbox"/> Concussion in Sports - (Annual training) * <input type="checkbox"/> Heating Illness Prevention - (Annual training)
	* <input type="checkbox"/> Blocking, Tackling and Equipment Fitting - (Annual training)

*For NFHS football certification, the Athletic Office monitors the starred items above annually, all other items are monitored by the school site/HR