

## Application process for ALL coaching positions in the Prescott Unified School District

1. All persons applying for a coaching vacancy at Prescott High School must fill out an online coaching application at <http://www.applitrack.com/prescottschools/onlineapp/default.aspx>
2. Deadlines for applications are:
  - o Fall Sports are due by May 6
  - o Winter Sports due by Aug. 15<sup>th</sup>.
  - o Spring Sports due Nov. 4<sup>th</sup>
3. All qualified applications will be reviewed and recommendations made by the Athletic Director and building Principal will be forwarded to the Human Resources Department.  
*\* Please note that per contract, qualified members of the PUSD teaching unit will be given preference in the recommendation and hiring process.\**
4. Successful candidates will be notified by the Athletic department and the Human Resource department.

### Varsity (paid position) Coaching Requirements (see above):

- Valid Arizona Teaching, Substitute or Arizona Coaching Certificate issued by [Arizona Department of Education](#).
- Have completed each of the following criteria from the National Federation of State High School Associations online at [www.nfhslearn.org](http://www.nfhslearn.org) (*Level 1 Certification*):
  - a. *NFHS Fundamental of Coaching* Certificate
  - b. *NFHS Concussion in Sports - What You Need To Know* Certificate
  - c. *NFHS Sport Specific Course* Certificate
- Current *CPR & First Aid* Certification
- Current *AZ IVP Fingerprint Clearance Card (See District Office)* This cost is incurred by the individual.

### Assistant Coaches, Junior Varsity or freshman (paid position) Coaching Requirements (see above):

- Have completed each of the following criteria from the National Federation of State High School Associations online at [www.nfhslearn.org](http://www.nfhslearn.org)
  - a. *NFHS Fundamental of Coaching* Certificate
  - b. *NFHS Concussion in Sports - What You Need To Know* Certificate
- Current *AZ IVP Fingerprint Clearance Card (See District Office)* This cost is incurred by the individual.

### Volunteer Coaching Requirements:

- Complete a Prescott Unified School District Volunteer Application online at <http://www.prescottschools.com/volunteer-program/> and contact the Volunteer Coordinator at the District Office (928-445-5400)
- Have completed each of the following criteria from the National Federation of State High School Associations online at [www.nfhslearn.org](http://www.nfhslearn.org)
  - a. *NFHS Fundamental of Coaching* Certificate
  - b. *NFHS Concussion in Sports - What You Need To Know* Certificate
  - Complete a 15512 Fingerprint Clearance at the District Office (non-transferable and only good for 3 years if you volunteer every year. If there is a break in your volunteer status you will need to re-do).

**ONCE YOU HAVE COMPLETED ALL OF THE ABOVE REQUIREMENTS, YOU WILL BE CONTACTED BY THE ATHLETIC DEPARTMENT TO SIGN YOUR CONTRACT AND PICK UP YOUR ID AND KEYS. UNTIL THIS TIME OCCURS, YOU ARE NOT ALLOWED TO ATTEND OR HOLD A PRACTICE/GAME OR TRAVEL WITH STUDENT ATHLETES.**

*I understand the PUSD coaching requirements and agree to complete them in order.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_