

NEW COACH HIRE PROCESS

AACPS ATHLETICS

STEP: #1

APPLY ONLINE AT
WWW.AACPS.ORG

**AACPS EMPLOYEES
SKIP TO STEP #5**

STEP: #2

HR WILL CONTACT
FOR PROCESSING &
FINGERPRINTING

**BOARD OF
EDUCATION**

EXTERNAL ONLY
NOTIFY AD
WHEN PROCESSING HAS
BEEN SCHEDULED

HOW TO APPLY AS AN EXTERNAL APPLICANT

1. Click the following link: "[Team Sports](#)"
2. Browse the openings listed on the page or search for a sport in the "search" box
3. Check the job you would like to apply to and click "Apply".
4. Log in and follow the prompts to complete the application and upload your certificates. You will choose which locations you are interested in coaching and will receive a confirmation and follow up email if application was successfully submitted.
5. If you are hired Human Resources will contact you to schedule processing and

HOW TO APPLY AS AN INTERNAL APPLICANT

1. Click the following link: "[All Internal Vacancies](#)"
2. Click on the "Yes, I am an employee" button.
3. Log in with your AACPS email.
4. Browse the openings listed on the page or search for the coaching position in the "search" box
5. Check the job you would like to apply to and click "Apply".
6. Follow the prompts to complete the application and upload your certificates. You will receive a confirmation and follow up

SAFESCHOOL TRAINING: Coaches must complete and/or be up to date with all AACPS required Annual SafeSchool's training assigned to your AACPS Login. <https://aacps-md.safeschools.com/login>

STEP: #3

HR WILL ISSUE A BADGE &
FINGERPRINT CARD WHEN ALL
REQUIREMENTS HAVE BEEN
COMPLETED

BOARD OF EDUCATION

EXTERNAL ONLY

STEP: #4

COACHES MUST SHOW ADS
THEIR BADGE & CARD. AD WILL
KEEP A COPY IN THE SCHOOL FILE.

SCHOOL LEVEL

EXTERNAL ONLY

STEP: #5

ALL COACHES NEED TO COM-
PLETE NFHS CERTIFICATES AND
GIVE COPIES TO THE ATHLETIC
DIRECTOR

**NFHS CERTIFICATES
CPR & FIRST AID**

STEP: #6

OFFICE OF ATHLETICS
WILL ISSUE CONTRACTS
TO ATHLETIC DIRECTORS

SCHOOL LEVEL

STEP: #7

COACHES WILL SIGN CON-
TRACT ISSUED BY THE ATH-
LETIC DIRECTOR

SCHOOL LEVEL

STEP: #8

**YOU ARE NOW
OFFICIALLY AN AACPS
COACH**

AACPS ATHLETICS

