How to Apply **INTERNALLY** for AACPS coaching positions

*You must be a current, permanent employee*

1. Go to [**www.aacps.org**](http://www.aacps.org)
2. Click **“Staff”** [top right]
3. Click **“Internal Vacancies”**
4. Click “**All Internal Vacancies”**
5. Click **“Yes, I am an employee”**
6. **Log in** with your AACPS email. (You may need to create a Job Profile)
7. Browse the openings listed on the page or type **“Coach”** for coaching position in the **“search”** box
8. Select **“apply to this job in the top right”**
9. Follow the prompts to complete the application.
10. Upload all currently held coaching certificates. Certificates are required prior to coaching, but not required prior to interview.
11. Contact the Athletic Director stating your interest in the open position. Emails for each athletic director may be found at aacps.org – Families – Athletics [left] – Athletic Directors [Left]
12. If you are hired by the athletic director **Human Resources will contact you** to schedule fingerprinting and processing.