

APPLICATION PROCESS FOR COACHING SUPPLEMENTS

SITE POSTING
 *Each school year before the season begins, ALL supplemented coaching positions should be posted at the school site per teacher contract.

Teacher at school agrees to take position; supplement is assigned to employee.

Athletic Director (AD) or designee notifies Position Control in Human Resources of supplement assignment by completing the appropriate supplement form available online.

Position Control establishes appropriate payment record in TERMS.

***ALL coaching positions should be posted each year before the season starts. Coaches from the previous year who met all requirements and who are being recommended for another year only have to meet certification and fingerprint requirements. Copies of job postings filled at the school level should be sent to Position Control in Human Resources.**

DISTRICT POSTING
 No one found at school. Position is posted at District level for at least 5 work days.

Current District Employee
 Complete either online application or submit a Letter of Intent directly to Athletic Director (AD) or designee or to HR Department.

Person selected. AD sends email to Executive Director of Human Resources with a copy to Certification Analyst for certification check.

If non-certified employee is chosen, applicant will be required to apply for Florida Athletic Coaching Certificate.

AD or designee notifies Position Control in Human Resources of supplement assignment by completing the appropriate supplement form available online.

Position Control establishes appropriate payment record in TERMS.

External Applicants*
 (not currently employed by school district) must apply online at District

Interviews are conducted and selection is made. Candidate must apply to FL DOE for athletic coaching certificate if required.

Recommendation is emailed to Executive Director of Human Resources; copy sent to Certification Analyst.

References are checked; offer is made and accepted; AD is notified of acceptance.

Applicant notified by Dept. of Human Resources (HR) to come in for processing.

When applicant clears, AD/designee notifies Position Control of supplement assignment by completing the appropriate supplement form available online.

*See [Athletic Coaching Guidelines](#) for more information.