

To: Seattle Public Schools Athletic Coach Applicant

From: Seattle Public Schools Athletic Department and Human Resources

Subject: Guidelines for Athletic Coaches (Volunteer or Paid)

Date: November 17, 2014

CC: Seattle Public Schools High School Athletic Director, High School Athletic Secretary, Middle School Athletic Coordinator, Principal/Assistant Principal, and Human Resources

Thank you for your interest to participate in coaching with the athletic teams at Seattle Public Schools (SPS). Athletic participation is a great opportunity for our students to include with their academic careers and preparation for life after graduating high school. Your desire to assist and support the head coach and student athletes in developing a well-rounded athletic team is what helps make this possible.

The process of fully vetting you into the program includes steps that need to be completed before you start coaching. There will be **NO CONTACT WITH STUDENTS UNTIL CLEARED**. The following steps are necessary to assure full clearance as a paid or volunteer athletic coach with SPS before you provide that support to and work with our athletic teams:

- Step 1: Communicate with the school's High School (HS) Athletic Director (AD) or Middle School (MS) Athletic Coordinator (AC) that you are interested to coach for.
- Step 2: Complete coaching application? Do you need to complete the online "[Volunteer Athletics Coach](#)" (VAC) application?
 - Yes, if you are:
 - A new volunteer coach and hold no other position at SPS;
 - A newly appointed paid hourly athletic coach to SPS and did not apply to a specific posted paid coach position.
 - A long-time existing athletic coach (paid/volunteer) and did not apply to an on-line coaching application in the past; or
 - An individual instructed to (re)apply by your school you intend to coach with, the Human Resources Department (HR), or the Athletic Department.
 - No, if you are:
 - An existing full-time (administrative, classified, or certificated) employee with SPS. (Instead, complete the "Athletic Department: Coach & Event Staffing Approval" hardcopy packet from the school you intend to coach with).
 - An approved-to-hire Athletic Coach applicant that already applied to a specific posted Athletic Coach position on the SPS – Careers/Job Opportunities website.
- Step 3: Complete fingerprints and background clearance.

- Note: Prints must be completed through SPS. There is a cost to get fingerprinted (current cost will be provided by HR upon scheduling print appointment). To schedule an appointment and obtain the current cost of fingerprints, contact HR at 206.252.0215.
 - Drop-in fingerprint appointments are not permitted. You must call to schedule an appointment.
 - Forms of payment are: check, cashier's check, money order, or payroll deduction. *Cash is not accepted.*
 - Note: Prints must be taken within **two (2) weeks** from the day you submitted your VAC application. If not, then your VAC application will be archived and you will be required to reapply.
 - Step 4: A valid and current CPR and First Aid certification (throughout the whole season) must be included with your application.
 - Note: District policy requires that certification must be obtained through either the Red Cross or American Heart Association. Any other organization will be deemed invalid and delay clearance to work/volunteer with the SPS athletic teams.
 - Note: Valid certification must be received by the Athletic Department within **one (1) month** of application submittal. If not, then your pending VAC application will be archived and applicant will be required to reapply.
 - Step 5: Completion of an *in-person* Adult Sexual Misconduct (ASM) course through SPS.
 - Note: The online volunteer video for ASM is not valid for Athletic Coaches.
 - Class dates are listed on the "[HR-Current employees](#)" website for SPS under the Adult Sexual Misconduct Prevention training schedule.
 - At the conclusion of the course, provide a copy of your certification of completion to your school(s) and [Athletic Department](#).
 - As an Athletic Coach (volunteer or paid) you must attend and complete an ASM class, a drop in class.
 - Note: The ASM must be completed within **two (2) months** of approval/hire of your coaching position.

Conclusion of the application process:

- You will know your application has been either approved and cleared or questioned when one of the following steps take place:
 - Cleared and approved:
 - Email notification to the applicant providing clearance status.
 - Email notification to your school's AD/AC providing clearance status.
 - Missing or invalid CPR or First Aid Certification attached to your application:
 - Email notification to applicant indicating missing valid CPR certification, First Aid certification, or both.
 - Applicant will be instructed to forward the missing certification(s) to the [Athletic Department](#).

- Questions on your background clearance:
 - Email or phone call from HR Department requesting further information.
 - Your school's AD/AC will receive an email from the Athletic Department indicating that further review is needed and that the applicant will be contacted by Labor Relations (LR) if further documentation is needed.
 - Note: LR reviews are done on a weekly basis.
 - Once a final decision is made, an email notification will be provided to applicant and your school's AD/AC and Principal/Assistant Principal.

***If the coaching position has changed from volunteer status to a paid coach status, then you will need to have a signed "Athletic Department: Coaching Status Change Approval" form and "Athletic Department: Coach & Event Staffing Approval" packet completed. The staffing process will move forward to HR dependent upon the funding source. This change must be reviewed and approved by the school's AD/AC before moving forward with the staffing process.

If you have any questions or concerns please use these contact resources.

- NeoGov Applicant Support (Technical support for applicant completing online application or logging into account). 1.855.524.5627
- Human Resources questions and Fingerprint Scheduling. 206.252.0215 or recruitmentreferences@seattleschools.org
- Athletic Department questions. 206.252.1800 or athletics@seattleschools.org

Online Employment Application Guide: Seattle Public Schools

This guide describes how to apply for jobs using the Seattle Public Schools NEOGOV job application system.

The process consists of the following steps:

- Create an Account
- Find Jobs
- Apply for a Job

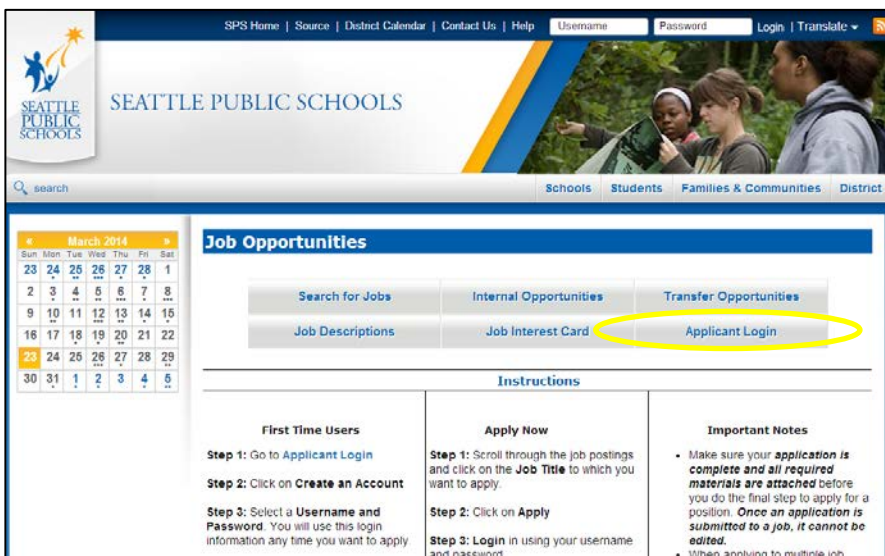
CREATE AN ACCOUNT:

1. Point your web browser to www.seattleschools.org/careers.
2. Under the heading “Quick Links” click the “Job Opportunities” link.



The screenshot shows the Seattle Public Schools website. The top navigation bar includes links for SPS Home, Source, District Calendar, Contact Us, Help, Username, Password, Login, and Translate. The main header features the Seattle Public Schools logo and a banner image of two students. Below the header is a search bar and navigation tabs for Schools, Students, and Families & Communities. A calendar for March 2014 is visible on the left. The main content area is titled 'Careers' and includes a 'Thank you for your interest in Seattle Public Schools' message. On the right, the 'Quick Links' section is circled in yellow, listing links for Job Opportunities, School Leader Pool, Living and Working Seattle, Compensation, Benefits and Work year calendars, Careers FAQ, Human Resources, and Seattle Teacher Residency.

3. Click “Applicant Login.”

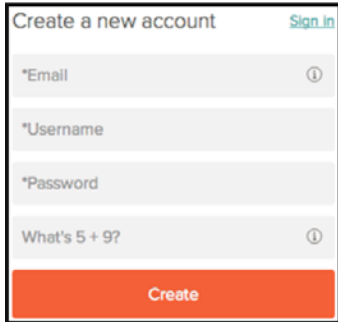


The screenshot shows the Seattle Public Schools website with the 'Job Opportunities' page. The top navigation bar is the same as in the previous screenshot. The main header features the Seattle Public Schools logo and a banner image of three students. Below the header is a search bar and navigation tabs for Schools, Students, Families & Communities, and District. A calendar for March 2014 is visible on the left. The main content area is titled 'Job Opportunities' and includes buttons for Search for Jobs, Internal Opportunities, Transfer Opportunities, Job Descriptions, Job Interest Card, and Applicant Login. The 'Applicant Login' button is circled in yellow. Below the buttons is an 'Instructions' section with three columns: First Time Users, Apply Now, and Important Notes.

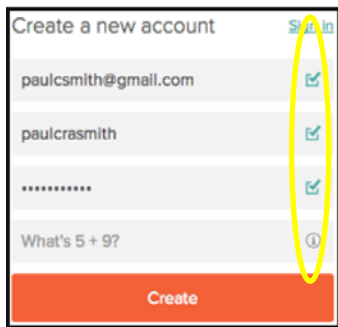
First Time Users	Apply Now	Important Notes
Step 1: Go to Applicant Login	Step 1: Scroll through the job postings and click on the Job Title to which you want to apply.	• Make sure your application is complete and all required materials are attached before you do the final step to apply for a position. Once an application is submitted to a job, it cannot be edited. • When applying to multiple job
Step 2: Click on Create an Account	Step 2: Click on Apply	
Step 3: Select a Username and Password . You will use this login information any time you want to apply	Step 3: Login in using your username and password	

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4. If you already created a user account, login using your previously created username and password. Otherwise, Click “create an account” to create an account, and then enter your new account information. **If you created an account before, you cannot use the same email address again to create a new account.** The email value must be unique.



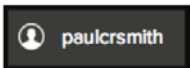
- If you created an account before and cannot remember your username, click “Forgot Username.” Follow the directions on the screen. This sends you an email with your username.
- Your password must be at least six characters in length and contain at least one number.
- Answer the security question. In this example, type 14.
- As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:



- Click “Create.”

5. **Be sure to write down your username and password. This may be different than the one you use to login your District computer if you are a current employee.**

6. When you are signed in, your username appears on the right in the top menu bar:



7. If you need to change your password, use “Account Settings” in the pull-down menu below your username. (Click on your username to display the pull-down menu.)

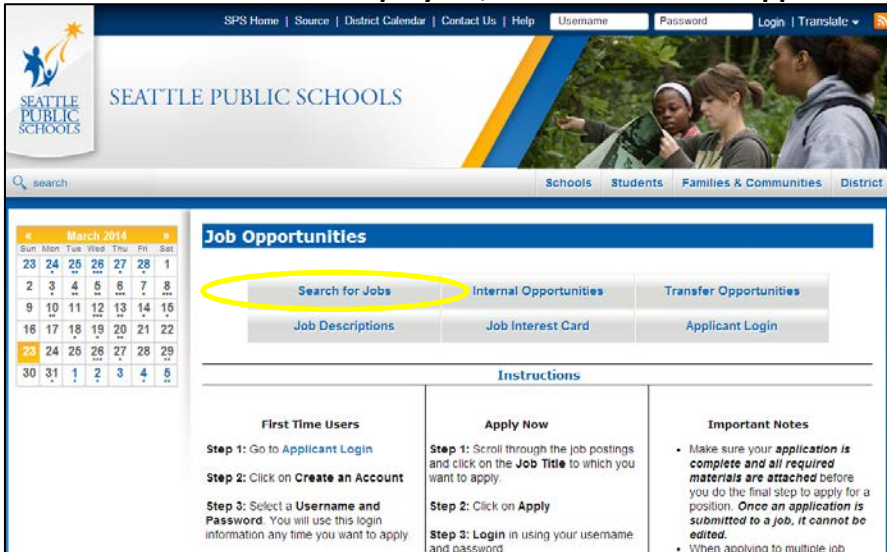
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FIND JOBS:

1. Point your web browser to www.seattleschools.org/careers.
2. Click the “Job Opportunities” link.



3. Click the “Search for Jobs” link (**NOTE: If you are a current internal employee applying for a job only available to internal employees, click the “Internal Opportunities” link**).



4. You will see a listing of all currently advertised positions. Every salaried and most hourly positions are posted on the NEOGOV website.

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5. To filter specifically for the type of job for which you qualify:
 - a. Check the appropriate box(es) that apply to you.
 - b. Click "Go."
 - c. The results will display.

a

b

c

Type into search box "volunteer" to bring up the "Volunteer Athletic Coach" posting.

Position	Emp. Type	Salary	Closing Date
*A Creative Approach School-Nova-XG Spec...	Full-Time	\$43,520.00 - \$84,724.00 Annually	Continuous
1.0-Coordinator of Equity and Race Relat...	Full-Time	\$50,274.00 - \$69,451.00 Annually	03/25/14
Administrative Intern (Certificated)	To be Determined	\$0.00 Hourly	05/31/14

6. Click the link for the position in which you are interested. A full job description is listed. Be sure to read the job description in its entirety. Once you have done so, click the "Apply" link.

Print Job Information | **Apply**

Description | Benefits | Supplemental Questions

Gatewood has an Emotional Behavior Disorder program. Although our primary goal is to successfully include our EBD students in the general education classroom, we have a handful of intermediate students who require a self-contained classroom. We are looking for a special education teacher, who excels in setting up behavior systems to support student success in a self-contained setting. At Gatewood, we focus on social emotional learning for all students and want a teacher who believes in the importance of such learning. The EBD teacher will be responsible for writing our intermediate EBD student IEP's, planning daily lessons, and delegating responsibilities to Instructional Assistants.

Special Education, Behavior Intervention, Self-Contained - In order to be considered for this position you must currently have or will have by the start date: Special Education endorsement, and be highly qualified Elementary Curriculum.

GENERAL SUMMARY
A classroom teacher performs under the general direction of the building principal or program manager with assistance from appropriate staff personnel. A classroom teacher fosters and enhances an effective learning environment; establishes and adapts learning objectives and standards for special education students based upon general District guidelines and the rules and regulations governing special education provides instruction, counsels, disciplines, and supervises to meet the individual needs of assigned students; and, to evaluate student performance and progress.

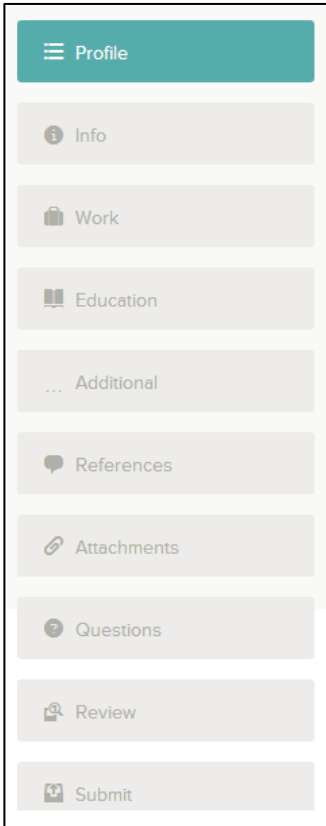
Essential Functions:
ESSENTIAL FUNCTIONS
1. Fosters an educational environment conducive to the learning and maturation process of assigned special education students; plans an instructional program designed to meet individual student needs; prepares individual student lesson plans; adapts and modifies programs and plans as necessary.
2. Uses necessary and appropriate instructional methods and materials, which are suited to the well-being of the students.

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APPLY FOR A JOB:

You have clicked the “Apply” link in the job posting! Now it’s time to apply.

1. You can speed completing basic profile information by importing a resume from LinkedIn or by uploading a file.
2. Next, you complete will a series of steps (entries or screens).
 - a. Your progress and current step in the process is shown on the left. In the next example, the information step is in progress:



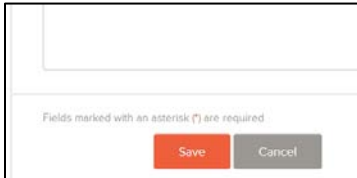
3. As you work on your application, refer to the progress bar to see the number of items and errors for each entry. In the next example, the work entry contains eight items, and the questions entry contains errors:



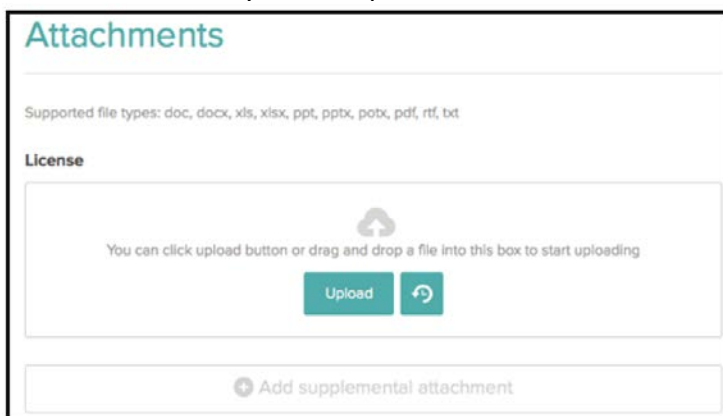
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If one of your entries has an error, it means that it is incomplete. You will want to revisit it before submitting your application.

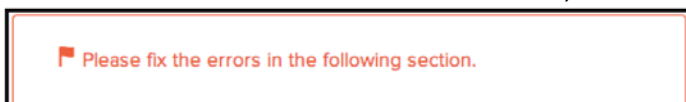
4. For each step, the buttons on the bottom allow you to save or discard your work on this entry.
5. Although your typing is automatically saved periodically, it is good practice to click on the Save button.




6. The Cancel button discards any changes you have made since the last save.
7. If required, provide previous work experience information.
8. If required, provide educational information.
9. If required, provide additional information, including certificates and licenses, skills, and languages.
10. If required, provide references.
11. If required, answer any additional supplemental questions. These are general and agency supplemental questions.
12. Upload any required attachments, such as a resume, driver's license, or certificates.
 - a. If a particular attachment type is required by the school or department, there is an area provided so that you can upload that attachment.



13. Review each section. If there is an error, it is shown in the progress bar and also in the section.



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14. Use [Edit](#)  to open this item and correct any errors.

15. Once your application is complete, Click on “Proceed to Certify and Submit.”

BE SURE TO TRIPLE CHECK YOUR APPLICATION BEFORE YOU HIT SUBMIT: ONCE YOU HAVE SUBMITTED YOUR APPLICATION, YOU CANNOT GO BACK AND MAKE CHANGES.