

## **Sarasota County School District Procedure for Approving Paid Coaches**

Sarasota County School District requires passing a criminal background screening to include an FBI fingerprint check. Paid coaches are processed through the Human Resources Department.

The following outlines the procedure for becoming a Paid Coach with SCSB:

1. Paid Coaches must complete the district's online application process at :
  - [www.sarasotacountyschools.net](http://www.sarasotacountyschools.net), click on District Links, select Human Resources, and then click Application Process.
  - This online application includes 2 references, 1 must be from a current or former supervisor. **It is the coaches' responsibility to check on the status of their application with Human Resources.**
2. Approval from a school Athletic Director must be on file with HR.
  - The Athletic Director must submit the coach processing form directly to Human Resources (HR) in advance. It can either be emailed to [HR.FRONTDESK@SARASOTACOUNTYSCHOOLS.NET](mailto:HR.FRONTDESK@SARASOTACOUNTYSCHOOLS.NET) or faxed to 941-927-4020. **The application will not be processed without the coach processing form.**
  - The coach processing form must be submitted to HR each school year.
3. If the coach does not hold a valid Florida teaching certificate, or a valid coaching certificate they must apply to the Florida Department of Education (FLDOE) for a certificate.
  - Apply at [www.fldoe.org/edcert](http://www.fldoe.org/edcert) for an initial 3 year Athletic Coaching Certificate. The current fee is \$75.00 (fee is subject to change).
  - After the state processes your application, FLDOE will issue a Statement of Status of Eligibility indicating fingerprint requirements. **It is the coaches' responsibility to verify with HR that their fingerprints have been submitted to FLDOE for issuance of their certificate.** (Reminder: current prints are required and must have been taken after July 1<sup>st</sup> of the previous school year.)

4. Once above steps 1 – 3 have been completed, the coach will then begin the paid coach hiring paperwork.
  - **DO NOT send the coach to HR.** HR will email the hiring paperwork to the coach through their Winocular workspace. *Please make sure that the email on your application is current.*
  - Once the hiring forms are returned and approved, the coach will receive an email explaining what they would need to bring with them to HR to finish processing (fingerprints, drug test, physical, ect).
  - The ID badge photo is taken at the time of fingerprinting.
  
5. Once all of the paid coach paperwork has been completed and approved, the coach will receive a “congratulations” email and their ID badge will be sent directly to the Athletic Director.

**Please note:**

- Specific coursework must be completed prior to expiration of a 3 year certificate in order to apply for a 5 year Athletic Coaching Certificate. Proof of completion of the athletic courses must be provided to HR. Additional information available at: [http://www.asep.com/asep\\_content/org/SCSD.cfm?](http://www.asep.com/asep_content/org/SCSD.cfm?)
- You must apply to FLDOE for an Athletic Coaching Certificate every 5 years. The current fee is \$75.00 (fee subject to change).
- If a certificate has lapsed for 1 year or more, new fingerprints will be required.
- The coach will be paid after the coaching certificate has been issued by the FLDOE retroactive to the date the Paid Coach cleared with Human Resources.
- It is the coaches’ responsibility to let HR know when their coaching certificate has been issued and to keep track of their certificate expiration date.