Employment Procedures

Assistant Coaches

**All** new and returning coaches must go through the following steps:

1. The Head Coach will email Zach Matusak (zach\_matusak@sharonsd.org) and Colleen Hoban (colleen\_hoban@sharonsd.org) a list of coaches to be hired for the upcoming season. Mr. Matusak must approve every coach (paid and volunteer) before being moving forward with the hiring process.

 Please use the following format in your email: name – HS, MS, or elementary – paid or volunteer – salary, if applicable *(salary can wait until coaching staff is complete, but must be provided no later than the start of the season)*.

 Examples:

 Joe Smith – HS – paid - $2,000

 Carter Hawkins – elementary – volunteer

2. If approved by Mr. Matusak, all clearances and certifications will need to be completed and submitted.

 Clearances

 New hires must have clearances that are less than one (1) year old. The following clearances are required: Act 34, Act 114, Act 126, and Act 151. Links can be found on the District website (www.sharonsd.org) under Employment Opportunities > Clearances. When registering for the Act 114 fingerprint clearances, you must use code **1KG6XN**. After registering, a UEID number (begins with UZSV) and date of fingerprinting must be given to Colleen Hoban.

 Returning coaches must renew their clearances every five (5) years. However, if there is a break in service from one year to another, new clearances must be provided. For example, if an individual coaches in the 2020-21 school year, does not return for 2021-22, but is coming back for 2022-23, he’ll need new clearances.

 Certifications

 Both certifications (Cardiac Arrest and Concussion) must be renewed every year. Mr. Matusak will provide the information and Certificates of Completion are to be sent to him.

3. When all clearances and certifications are completed and submitted, the coaches will be presented to the Board for approval. A coach will not be approved without submitting all required documents.

4. After Board approval, the Athletic Director and Head Coach will be notified. It will be the responsibility of the new hire to contact Colleen (either via email or 724-983-4001) within three (3) days to schedule their physical/TB/drug screening. The cost of this is approximately $107.00 and is the responsibility of the individual.