



## Oley Valley High School

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**Mr. Timothy R. Rhoads, CMAA**  
Director of Athletics  
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To: All New Coaches & Volunteers  
From: Tim Rhoads  
Re: New Employee & Volunteer Checklist

Congratulations on your appointment as a coach in the Oley Valley School District or thank you for volunteering to coach in the Oley Valley School District. Our coaching staff plays a vital role in the development of our students and I hope that you find it to be a very rewarding experience. Below you will find a checklist of things that need to be completed upon being hired by the Oley Valley School District. All clearances must be submitted before you are school board approved and start your coaching assignment and the drug screening must be done within the first 48 hours of the employment offer. If you have any questions about any of the items please do not hesitate to give me a call. I look forward to working with you in the very near future!

\_\_\_\_\_ **Complete the Oley Valley School District Coaching Application**

\_\_\_\_\_ **Complete the Disclosure Statement for Provisional Employment in Pennsylvania Schools**

\_\_\_\_\_ **Complete the Arrest/Conviction Report & Certification Form** (Act 24 of 2011 and Act 82 of 2012)

\_\_\_\_\_ **Complete the Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release** (Act 168 of 2014) – This form must be completed for your current employer and any other former employers where you had direct interaction with children and/or your primary job responsibility involved children. Please note that you may not start your coaching assignment until all of these forms are returned to OVSD from your former employers.

\_\_\_\_\_ **Complete the Act 34/Pennsylvania Criminal Record Check** – click on the link on the OVSD Human Resources webpage and follow all online directions (<https://www.oleyvalleysd.org/human-resources-4b105938>). Cost - \$22 (Free for volunteers)

\_\_\_\_\_ **Complete the Act 151/Child Abuse Clearance** – click on the link on the OVSD Human Resources webpage and follow all online directions (<https://www.oleyvalleysd.org/human-resources-4b105938>). Cost - \$13 (Free for volunteers)

\_\_\_\_\_ **Complete FBI Fingerprinting** – click on the link on the OVSD Human Resources webpage and follow all online directions (<https://www.oleyvalleysd.org/human-resources-4b105938>). You can have the fingerprints done at the BCIU or Mail N Ship 4 U store in Wyomissing. You will register online but pay in person when you go to get the actual fingerprints completed. When you register make sure to use the code listed on the OVSD HR/Employment website which is 1KG6S7. Cost– \$22.60.

\_\_\_\_\_ **Complete the required online training modules on the SafeSchools website (see attached information for all requirements).** The Coaching Principles & First Aide Modules must be done within 1-year of employment/volunteering but we strongly recommend completing it at the very beginning of your coaching assignment. The yearly training modules must be completed before the start of your season, every year.

\_\_\_\_\_ **Complete the Payroll Packet For New Employees (Paid Only)** – A copy of your drivers license and Social Security Card (or Passport) is needed when you submit this packet.

\_\_\_\_\_ **Complete drug screening (paid only)** within 48 hours of job offer. Please do not fill out the form until you get to the testing center. You may go to any Quest Diagnostic Center. It is advised that you call your test center of choice in advance to make sure their times are still the same as the handouts provided with this packet. Cost – Paid by OVSD

***\*Please submit all information to the Athletic office ASAP. You may not start your coaching assignment until all requirements are met.***

The Oley Valley School District is an equal opportunity employer and educator who fully and actively supports equal access for all people regardless of race, color, religion, gender, age, national origin, veteran status, disability, genetic information or testing, family and medical leave, sexual orientation, and gender identity or expression and prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination. Compliance issues/questions should be directed to the Office of the Superintendent.