

PROCESSING PROCEDURES FOR NON-FACULTY COACHES

Non-faculty coaches should not begin coaching/instructing until approved by Human Resources. Confirmation of approval will be sent by Ms. Reba Mitchell (603-6455), to the Athletic Supervisor and Principal within 48 hours of the non-faculty coach completing all paperwork and fingerprinting.

NEW COACHES

STEP 1: Complete the Non-Faculty Coach Application online @ www.caddoschools.org.

STEP 2: Check your email for HR Forms that must be completed prior to being fingerprinted.

STEP 3. Bring all HR forms and the documentation noted below to the Classified Personnel Office. Fingerprinting will be done at this time.

A completed application via TALENTED and the following documents must be presented before being fingerprinted:

- Completed H/R Forms (A checklist will be sent via email)
- Valid Driver's License
- Originals of one of the following Social Security Card, Birth Certificate or Passport
- NF-LHSAA Coaching Certificate(\$140 to be paid by non-faculty coach or school) & Annual Concussion Certification
- A copy of the receipt where you paid the \$45.00 for fingerprinting
- Non-Faculty Coach Application (Volunteer/High School/Middle School)- **Principal Signature REQUIRED** (see links below)

RETURNING COACHES

STEP 1. Bring the noted documentation with you at time of fingerprinting (No appointment needed)

- A copy of the receipt where you paid the \$45.00 for fingerprinting
- Non-Faculty Coach Application (Volunteer/High School/Middle School)- **Principal Signature REQUIRED** (see link below)

HIGH SCHOOL

<https://www.caddoschools.org/wp-content/uploads/2019/10/HS-Non-Faculty-Coaching-Application.pdf>

MIDDLE SCHOOL

<https://www.caddoschools.org/wp-content/uploads/2019/10/MS-Non-Faculty-Volunteer-Coach-Application04242015.pdf>

Fingerprinting payment link <https://www.locallevevents.com/events/details/20908>