

Norfolk Public Schools

Hiring Procedures – Coaches/Assistant Coaches/Organization Sponsors

If an applicant is a certified staff member they do not need to complete an application or undergo a background check for any coaching, assistant coaching, or sponsorship position. The application process is left to the discretion of the building administrator and/or Activities Director. However, if the coach/sponsor will be driving a school vehicle they will be required to undergo a motor vehicle check and successfully complete the appropriate driving course.

Classified staff members and non-staff (*including students*) will need to submit an application (*available in the Human Resources Office*) for consideration for any coaching, assistant coaching, or sponsorship positions. Please be advised that non-teachers must have a Special Services Certificate to coach. The interview process is left to the discretion of the building administrator and/or Activities Director. Upon receipt of a "Classified Temporary Employment Offer Form," a background check will be conducted (*if necessary**) prior to the applicant starting the position. Contracts will be typed by the Superintendent's assistant. Additionally, if the coach/sponsor will be driving a school vehicle they will be required to undergo a motor vehicle check and successfully complete the appropriate driving course.

The Special Services Coaching Certificate requires:

- 1) Completion of the following required content:
 - * Prevention, care and management of injuries
 - * Risk management
 - * Growth, development and learning
 - * Training, conditioning and nutrition
 - * Psychology of coaching
 - * Coaching theory and methodsCourse work to meet the requirements is available through the Nebraska School Activity Association (www.nsaahome.org) or colleges/universities.
- 2) Completion of a Human Relations Course at a four-year college. A list of approved courses can be found on the NSAA Coaching Accreditation page.
- 4) Submit an application/transcript/payment for a Special Services Certificate for Coaching from the Nebraska Department of Education

**Background checks on current classified employees will be at the discretion of the Human Resources Office and may not be required.*