

TUCSON UNIFIED SCHOOL DISTRICT

MIDDLE SCHOOL/K8/ELEMENTARY COACH HIRING CHECK LIST

1. Please complete entire checklist, scan and attach to ePAR.
2. All ePAR's must be approved by Interscholastics prior to being forwarded to Finance & Human Resources.
3. All coaching certifications will be verified by Interscholastics prior to approving ePAR hire. Missing certifications will result in the ePAR being returned to originator for corrections.
4. All fingerprint/background checks will be verified by Human Resources prior to hire.

PACKET held by Interscholastics -- Date: _____

Approval-Electronic process date: _____

School: _____

Applicant: _____

Sports Activity: _____

Level: Head Coach

New Hire

M & O Funding

Tax Credit Funding

Re-Authorization

Student Finance Req.

Payroll Payment Guarantee

Appointment

Explanation: _____

Current Employee?

Yes No

Email Address: _____

1. ePAR

COACHING REQUIREMENTS: ALL COACHES ARE REQUIRED TO COMPLETE THESE CERTIFICATIONS:

2. CPR w/ AED (AED mandatory) **Cannot be from an online course** Exp. Date _____

3. First Aid Card **Cannot be from an online course** Exp. Date _____

All CPR and First Aid cards must have either the coach's signature on the card or certificate or the QR code box.

4. NFHS Concussion certificate Completion Date _____

(**renew every two years beginning 21-22 SY; cannot lapse during SY)

The concussion course can be found here: <https://www.nfhslearn.com/>

under Concussion Courses. **All coaches must use the NFHS concussion course.**

5. NFHS Covid-19 for coaches and Administrators Completion Date _____

6. Blood Borne Pathogen (**renew every year) Completion Date _____

District Training Via Zoom: *Please check the TUSD intranet for dates/times or call Risk Management at 520-225-6601

7. IVP finger print card (required as of 12/14/20)