



Coaching application procedure

The application should be routed to the school manager who will request all the documents as noted on the checklist.

Once all the documents are received, the athletic director will schedule an interview with the top coaching applicants. These applicants will be interviewed by the athletic director, administrator/secondary principal and athletic committee board chairman when possible.

The athletic director, administrator/secondary principal, and/or athletic committee board chairman will make their final candidate(s) recommendation for coach(es) to the school board who may elect to also interview the top candidates before making a decision in regards to offering a contract for the position.

After the board interview if applicable, a decision will be made by the board in regards to offering a coaching contract. The athletic chairman or board designee will contact the athletic director as to which candidate was offered the coaching contract. The athletic director will notify the candidate with a coaching offer and contract. The financial paperwork (W-2, I-9) will be given to the coach to be completed and returned to the financial specialist.

Coaching Employment Application Process

The applicant must complete and turn in the following prior to scheduling administrative appointment:

- Fully completed coaching application
- Copy of valid Iowa coaching certification or valid Iowa coaching endorsement
- Declaration of Moral Integrity
- Authorization to Release Information Form (Permission for Background check)

After the interview, if considered for the position, the following forms must be received by the school manager prior to the board offering a contract:

- Concussion Training (Annual)
- Mandatory reporter training documentation (Every 5 years)
- A signed contract
- Pre-employment physical
- Completed background check (form must be returned with documentation attached)
- W4 forms – Federal and State
- I-9 Forms and two forms of ID as stated on I-9 forms
- Emergency contact form

Please ensure that the applicant is aware of this process!