

NEW PART TIME COMMUNITY COACH APPOINTMENT CHECKLIST

NAME OF COACH: _____ EMP ID # OR LAST 4 OF SSN #: _____
Last Name First Name

SCHOOL NAME/NUMBER: _____ SCHOOL YEAR: _____

STEPS TO BE COMPLETED BEFORE CANDIDATE CAN BE HIRED AS A COACH:

- For eligibility to be employed as a community coach email Dinah Kramer at Kramer.Dinah@brevardschools.org or Sharon Doucett-Doran at Doucett-Doran.Sharon@brevardschools.org *Not required for cheer coach
- Apply to the Florida Department of Education (FL DOE) for the Athletic Coaching Certification including payment at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.stm> *Not required for cheer coach
- Marked As "Hired" in Beacon
- Send to ESF
 - Fingerprinting (Cost Paid at District Security by Debit or Credit)
 - Drug Screening (Cost Paid at ESF by Debit, Credit, Money Order, Check payable to BPS)
 - Provide List of Acceptable Documents Needed To Complete I9

FORMS/DOCUMENTS TO BE SENT TO YOUR EMPLOYMENT SPECIALIST IN THE FOLLOWING ORDER:

- Copy of Valid Florida Driver's License
- Copy Made From **Signed** Original Social Security Card (Laminated cards are not acceptable)
- W-4
- Direct Deposit Authorization with Voided Check Attached
- Florida Retirement Systems (FRS) Certification Form
- Employment Reference Check Form – Required for ALL new hires
- Appointment Form – Fill Online Form and Print for Signatures
- Social Media Guidelines Acknowledgement Form
- Loyalty Oath
- Ethnicity Data
- Community Coach Employment Process Letter
- Athletic Community Coach Agreement *Not required for cheer coach and dance