

**PART TIME COMMUNITY COACH HIRE FROM
SUBSTITUTE/SUPPORT/RETURNING COACH
COACHING AT A NEW SCHOOL AND/OR NEW SPORT**

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.stml> *Not required for cheer coach
- Mark As “Hired” in Beacon
- Send to ESF IF APPLICABLE
Fingerprinting (Cost Paid at District Security by Debit or Credit)

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

- Appointment Form – Fill Online Form and Print for Signatures
- Community Coach Employment Process Letter
- Athletic Community Coach Agreement *Not required for cheer coach and dance

NOTE: APPOINTMENT OF SUPPORT EMPLOYEES

In addition to the appointment form and community coach employment process letter, support employees who are selected for coaching positions will be required to apply for a part time athletic coaching certificate. Fingerprints and fee could be necessary to meet Department of Education requirement. A reference letter is also required to justify the employee’s competency in the sport that is coached.