

Section 7

EMPLOYMENT

Hiring Process,
Interview, Rating,
Recommendation





Human Resource Services

Certificated Employment Process

Overview

The Sacramento City Unified School District is dedicated to hiring the most qualified candidates available. The district is committed to equal employment opportunities for all persons.

The purpose of the interview is to provide a professional, equitable, and unbiased hiring process. The integrity of the interview panel should be based on the highest ethical standards of the education profession.

Confidentiality Agreement

1. Candidates' names, applications or resumes, and letters of reference are confidential. A Confidentiality Statement is included on the Interview Team Report and Recommendation (PSL-F084).
2. Interview questions, evaluations, or impressions of the interview team are also confidential.
3. Site administrators or others involved in the interview process should not discuss names of candidates or other information associated with the interview process with anyone.
4. If a member of the interview team believes it is not possible to be objective, he or she should ask to be excused from the interview team.

Scheduling Interviews

The site administrator or designee contacts candidates to schedule interviews.

Interview Packet Materials

An Interview Packet may be mailed or emailed to you by the Team Human Resource Services Analyst. If the Interview Packet is emailed to you, you may download from Outlook. If you are unable to download the Interview Packet, please contact your Human Resource Services Team Analyst to have the Interview Packet mailed to you.

Before the Interview

Prior to each interview, members of the interview team should:

1. Have a complete Interview Packet (mailed or emailed).
2. Review position descriptions and requirements.
3. Review interview questions.
4. Sign the Confidentiality Statement on the Interview Team Report and Recommendation (PSL-F084).



The Interview

1. Evaluation of candidates' knowledge, skill, and ability to perform the job will be based on stated criteria in the position description.
2. Personal bias should not enter into the interview.
3. Members of the interview team should give candidates their undivided attention during the interview.
4. Provide a relaxed atmosphere for candidates. Relax them with assurances, and provide water. Questions may be taped on the interview table in front of the interviewee.
5. Remain in control of the interview, and provide a format where the candidate does most of the talking. Use open-ended questions rather than ones that solicit a "yes" or "no" response.
6. Stay within the time allotted for the interview. Advise the candidate of the time allowed and the number of questions to be asked before the interview begins.
7. Be sure the interview questions are related to the job and/or the applicants' qualifications. Do not ask questions regarding race, religion, age, sexual preference, national origin, family/marital status, disabilities, residence proximity, and child care arrangements.
8. The interview team should be provided with a set of structured interview questions. Members of the interview team should ask the agreed upon questions for each candidate. Members may ask related follow-up questions. Clarification questions are also appropriate, but probing questions which might influence a candidate's answers are not appropriate. Questions should be asked as they are written so that modifications will not lead to an unfair advantage to any one candidate.
9. Scoring of each candidate should be done at the conclusion of each candidate's interview.
10. Although some members of the interview team might want to take notes, the majority of the time should be spent listening to and looking at the candidate. All papers and notes should be given to the site administrator for submission to Human Resource Services.
11. Evaluations should be completed independently with no discussion of candidates before or during the interview.
12. At the end of the interview, the interview team is to identify and discuss the candidates to be offered a position. Discussion shall be confidential, and shall not be repeated or shared outside the interview team.
13. Candidates are to be evaluated on the degree to which they meet the agreed upon criteria and not evaluated comparatively against the other candidates.

Reference Checks

Only administrators will check references (PSL-F083 Applicant Reference Check) in accordance with guidelines from Human Resource Services. References are to be checked prior to recommending candidates to be hired. Members of the interview team should not contact references of candidates nor discuss candidates with others.



Human Resource Services
Applicant Reference Check
(Certificated)

Applicant:
Position:
Date:
References Check by:
Person Spoke to:

How would you describe (the applicant's) teaching style?
Is there any reason we should not hire (the applicant)?
Were there any areas where (the applicant) might need specific supervision or assistance (absenteeism, tardiness, interpersonal relationship skills, job competencies, etc.)?
Would you hire (the applicant) again in the position they now hold?
What are the weaknesses of (the applicant)?
On a score of one to ten with ten being high, how would you rate (the applicant)?



Human Resource Services

Certificated Interview Team Report and Recommendation

VACANCY #: _____

Hiring Manager:	Interview Site:	
Vacant Position:	Interview Date:	
PLEASE PRINT INTERVIEW TEAM MEMBERS		
Name: _____ (SCTA Unit Member)	GENDER	ETHNICITY
Title: _____	<input type="checkbox"/> Male	
	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
LIST CANDIDATES REFERRED BY HR WITH STATUS, I.E, NO SHOW, DECLINED INTERVIEW, ETC.		
CONFIDENTIALITY AGREEMENT		
<p>The purpose of this interview team is to provide a professional, equitable, and unbiased hiring and promotional process. The integrity of this team must be based on the highest ethical standards of the education profession. Interview team members agree not to contact references of candidates nor discuss candidates with others. By signing this document, interview team members agree to adhere to strict confidentiality with regard to the interview process which includes names of applicants, resumes or applications, letters of reference, interview questions, evaluations, or impressions.</p>		
INTERVIEW TEAM RECOMMENDATION/PHONE/STATUS (NEW, FORMER SUB, PERM, OR OTHER)		
<p>The following applicant is an acceptable candidate and is to be offered the position.</p>		
NOTIFICATION OF NON-SELECTED CANDIDATES (Check when complete)		
<p><input type="checkbox"/> Phone Notification <input type="checkbox"/> Notification: Hiring Manager <input type="checkbox"/> Notification: Human Resource Services</p>		
Signature of Hiring Manager:	Date:	



Human Resource Services

Certificated Salary Placement

New or Returning Employees

Your salary placement will be determined based on your training (education) and experience as outlined in the Agreement between the Sacramento City Unified School District (SCUSD) and Sacramento City Teachers Association (SCTA), Compensation Articles 12.3 and 12.4.

IT IS THE EMPLOYEE'S RESPONSIBILITY TO BE SURE TRANSCRIPTS AND VERIFICATIONS OF EXPERIENCE ARE SUBMITTED ON TIME.

Therefore, it will be necessary for you to submit the following for salary evaluation:

Training (Education) Classification

OFFICIAL TRANSCRIPTS showing all credits earned in fully accredited four-year colleges or universities. Transcripts filed will not be returned to the employee. Handwritten or typed grade cards cannot be accepted unless properly stamped with school seal. JUNIOR COLLEGE units are accepted only if they are posted on a university transcript as "*advanced standing*" or "*transfer credit*."

EXCESS UNITS are defined as those units earned in excess of the minimum requirement for the degree in the institution where degree was granted and may have been earned before or after the awarding of the degree.

Deadline: Employees new to the district have a maximum of sixty (60) days from their first day of required service in which to file units. After the sixty (60) day period, training classification shall be determined twice annually on July 1st and February 1st of each year.

Experience Credit

Experience must be verified on Sacramento City Unified School District forms by previous employers. Verification forms may be requested by contacting a Personnel Technician. The EMPLOYEE must sign the authorization for release of information, enter name, social security number, and and if listed the employing agency information. The EMPLOYER is to fill out all other sections of the verification form.

VERIFICATION OF TEACHING EXPERIENCE (PSL-F022): Credit is granted on the basis of one (1) step for each year of properly verified comparable experience.

VERIFICATION OF ALLIED EXPERIENCE (PSL-F017): Prior non-certificated experience closely allied to the certificated assignment, when fully verified, will be evaluated on the basis of one (1) step for each two (2) years of acceptable experience within the past ten (10) years with a maximum step placement on step 4.

Deadline: Employees new to the district have a maximum of ninety (90) days from their first day of required service in which to file verifications of comparable or allied experience. After ninety (90) days, verification can be filed without retroactive credit.



Human Resource Services

New Coaching Requirements: AB 1025

Activity Supervisor Clearance Certificate (ASCC)

Background: Allow school districts and county offices of education to monitor coaches and volunteers in a more adequate way. Department of Justice/Federal Bureau of Investigation (DOJ/FBI) Clearances for employment are not as broad as the California Commission on Teacher Credentialing (CTC). CTC also enforces professional conduct standards and alerts future school district employers. Bill AB 1025 went into effect effective January 1, 2010; the application process became available online through the CTC website (www.ctc.ca.gov) in spring 2010; and became mandatory for employment effective July 1, 2010.

Who Must Apply?	<ul style="list-style-type: none"> • Non-certificated. • Paid or non-paid. • District or county sponsored or affiliated. • Paid by local employing agency. • Supervising, directing, or coaching a pupil activity program.
Checklist	<ol style="list-style-type: none"> 1. Is the program sponsored by OR affiliated with the School District or County Office of Education? 2. Does the individual supervise, direct, or coach the program? If YES to number one (1) <u>and</u> two (2), applicant MUST apply for an ASCC. 3. Does the individual already hold a valid California credential or permit? If YES, the applicant DOES NOT need to apply for an ASCC.
Exemption	<ul style="list-style-type: none"> • Specifically exempted are volunteer supervisors for breakfast, lunch, or other nutritional periods. • Charter Schools. • CTC valid document holders. • If you are not sure, refer to the Checklist above.
Application Process	<ul style="list-style-type: none"> • Applicant must log onto www.ctc.ca.gov, and submit an online application on their own. • Pay the application fee of \$57.00. • Fingerprint clearance. • CTC application processing usually takes 10 days.
Renewal Process	<ul style="list-style-type: none"> • Renew online ONLY. • ASCC is valid for five (5) years from the date of issuance. • Can renew as early as one year prior to expiration date. • If renewal is AFTER the expiration date, fingerprint clearance will be required again.
Resources	<ul style="list-style-type: none"> • For questions regarding the ASCC application process, contact Information Services at (888) 921-2682, Monday-Friday, 12:00 p.m. to 4:45 p.m. Email: credentials@ctc.ca.gov or infoservices@ctc.ca.gov. • For questions regarding professional fitness or the denial of an ASCC application, contact the Division of Professional Practices at (888) 921-2682 (select Option 5). Email: dppinfo@ctc.ca.gov.



Human Resource Services

Hiring of Athletic Coaches

Step	Eligibility Criteria	Procedures to Follow
1	Ask if any Certificated on staff are interested.	<p>If YES:</p> <ul style="list-style-type: none"> Send Requisition for Per Diem Personnel (PSL-F003) with budget code to <u>Area Superintendent</u> and cc: your <u>Personnel Technician</u>. Include coaching name, sports, dates stipend amount. Send Time Sheet to Payroll Services.
2	If “ NO ” Certificated on staff are interested, then proceed with posting process.	<p>If NO:</p> <ul style="list-style-type: none"> Submit a Requisition for Per Diem Personnel (PSL-F003) to Team <u>Human Resource Services Analyst</u> with budget code. State sport, type of coach, and stipend category. Requisition for Per Diem Personnel will be used to post the position using SCTA guidelines, minimum of four days. Applicants apply using the on-line application process. Credentialed applicants will receive <u>prior</u> referral for interview. Non-staff members must have the Activity Supervisor Clearance Certificate (ASCC) on file according to AB 1025. Classified <u>may not</u> be referred until site documents in interview/ rating why Certificated referrals were not qualified or selected.
3	Conduct interviews.	<ul style="list-style-type: none"> Team Human Resource Services Analyst refers names to be interviewed to site Principal. Site conducts standard interviews using SCTA interview packet. Site sends Recommendation Packet, including application, credentials, letters of recommendation, etc., to <u>Team Human Resource Services Analyst</u>. Human Resource Services will offer employment.
4	Process candidate.	<ul style="list-style-type: none"> All <u>new</u> Athletic Coaches and/or any <u>formerly terminated</u> or inactive coaches must be recommended for hire/rehire to Team Human Resource Services Analyst. Team Human Resource Services Analyst will contact the <u>candidate</u> to conduct <u>pre-employment processing</u>. This will include fingerprinting, TB testing, and the pre-employment processing booklet, etc. Team Human Resource Services Analyst will notify the site on completion of required processing materials and clearance prior to coach beginning work. <u>Pre-employment processing requirements must be completed and cleared before new employees may start work</u>. The Team Human Resource Services Analyst will write the name of the new hire on the Requisition for Per Diem Personnel, and site will follow-up with corresponding Per Diem Time Sheet to Payroll Services.
5	Athletic Coach Certification Packet (pre-employment requirement).	<ul style="list-style-type: none"> All sites are required to maintain a fully completed Athletic Coach Certification Packet on file at the school site. A master packet is included for duplication and use.

ALL COACHES THAT HAVE NOT WORKED IN THE LAST SIX MONTHS MUST BE RE-FINGERPRINTED.

Successful Reminders to Site: Athletic Coach Hiring Process

If you are **recruiting new applicants**, be sure they have **completed an on-line application** via the district web page, www.scusd.edu. Please do not recommend a new candidate that does not have an on-line application on file. Non-staff members (non-certificated) must have an **Activity Supervisor Clearance Certificate (ASCC)** from the California Commission on Teacher Credentialing.

Do not start any new, terminated, or inactive candidates to work **prior** to clearance from the appropriate Team Human Resource Services Analyst for all of the pre-employment requirements, such as fingerprint clearance, TB clearance, and more.

Site should print e-mailed Notice of Vacancies and track status of referrals: interviews, recommendations for hire, Per Diem Requisitions, Per Diem Time Sheet, and Coach Certification Packet for each.

Include copy of application with all New Hire Recommendation Packets. Read the application, specifically the Background Information section for any red flags.

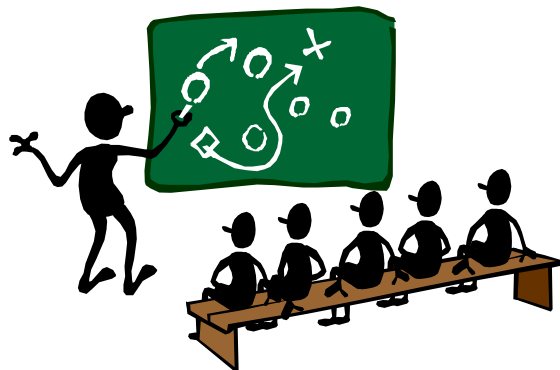
Completely track Per Diem Requisition and Per Diem Time Sheet for each coach to ensure Human Resource Services/Payroll Services completion for hiring/payment.

Ensure that each coach has on file at site the Athletic Coach Certification Packet.

When a position is posted, the **applicants with a credential** are referred for an interview as a priority over those that do not hold a credential.

Rating/Interview Packets should be fully documented and completed if interviewing an **in-district permanent employee**, since they have a right to grieve the hiring process.

Any process questions along the way, please consult with your Team Human Resource Services Analyst.





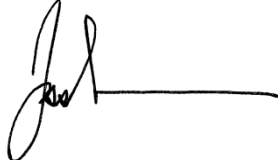
BULLETIN

SUBJECT: LOCAL BOARD CERTIFICATION OF ATHLETIC COACHES (EXTRA PAY FOR EXTRA DUTY) **HR-11**

TO: All Middle School and High School Principals

DATE: December 2011

PREPARED BY: Jake Hansen
Cindy Nguyen
Terri Lauzon and
Edith Sun-Rudolph **DEPARTMENT:** Human Resource Services

REVIEWED BY: Carol Mignone Stephen **APPROVED:** 

Attached is a copy of the Title 5, California Code of Regulations (CCR), Section 5593, as well as a copy of the Board Policy and Administrative Regulation for temporary athletic coaches.

In order to meet the dictates of these regulations and to advise the Superintendent that the district is in compliance with these requirements, Certification Packets for athletic team coaches currently employed by your school are enclosed.

Please meet with each individual and certify that their requirements for being temporary athletic coaches or assistant coaches have been met for the 2011-12 school year.

- Please complete all certification forms with each employee.
- Certify that the conditions have been met by completing/signing the Certification Packet. Secure the employee's signature also.
- If there is a waiver, please fill out the proper form, which is included.
- Retain copy of Certification Packet at school site and forward a copy to Human Resource Services, Box 770.
- Submit Requisition for Per Diem Personnel to Human Resource Services and Per Diem Time Sheet to Payroll Services to initiate the pre-employment and payroll process.

To be in compliance, a completed Certification Packet must be done on each present and new temporary athletic coach or assistant coach. Return these packets to Human Resource Services, Box 770, so that the temporary athletic coaches can be approved for coaching.

- If you have already completed the certification process for the 2011-12 school year and routed the appropriate Certification Packets to Human Resource Services, please complete/sign the Coaching Assignment List and return to Box 770.

Name of Athletic Coach	SSN	Sport

Requirements of Title 5, California Code of Regulations (CCR) Section 5593 have been met in the hiring of Athletic Coaches for the 2011-12 school year. Requirements of AB 1025 (Activity Supervisor Clearance Certificate) have been met in the hiring of non-certificated Athletic Coaches for the 2011-12 school year.

Principal's Signature

Date

Please Note: The above certification process by site principals is a prerequisite prior to the hiring of coaches for any school year. Therefore, it will be necessary for schools to retain a supply of Certification Packets at each site, and submit completed Certification Packets to Human Resource Services, Box 770, prior to the hiring of a coach.

Coaches cannot be authorized for employment or salary payment without the completion of the following: (a) Activity Supervisor Clearance Certificate (non-certificated only—paid and nonpaid), (b) Certification Packet (PSL-F176), (c) Requisition for Per Diem Personnel (PSL-F003), (d) Per Diem Time Sheet (PAY-F009/010), and (e) completion of all pre-employment requirements.

If you have any questions, please contact your assigned Team Director of Human Resource Services or Human Resource Services Analyst.

JH:TL:CN:ESR:jmh/Athletic Coach Bulletin-Info

Attachments

cc: Area Superintendents

TITLE 5, CALIFORNIA CODE OF REGULATIONS

§ 5593. Temporary Athletic Team Coach Qualifications and Competencies

This section applies to any person serving at any grade level as a temporary athletic team coach.

- (a) *The district shall determine whether a temporary athletic team coach is knowledgeable and competent in the areas of:*
 - (1) *Care and prevention of athletic injuries, basic first aid, and emergency procedures;*
 - (2) *Coaching techniques;*
 - (3) *Rules and regulations in the athletic activity being coached; and*
 - (4) *Child or adolescent psychology, whichever is appropriate to the grade level of the involved sports activity.*

- (b) *The district shall establish a temporary athletic team coach's qualifications in each of the below specified four competency areas.*
 - (1) *Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures as evidenced by one or more of the following:*
 - (A) *Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card; or*
 - (B) *A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation (CPR) card; or*
 - (C) *A valid Emergency Medical Technician (EMT) I or II card; or*
 - (D) *A valid trainer's certificated issued by the National or California Athletic Trainers' Association (NATA/CATA); or*
 - (E) *The person has had practical experience under the supervision of an athletic coach or trainer, or has assisted in team athletic training and conditioning, and has both valid CPR and first aid cards.*

- (2) Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:
- (A) Completion of a college course in coaching theory and techniques; or
 - (B) Completion of in-service programs arranged by a school district or a county office of education; or
 - (C) Prior service as a student coach or assistant athletic coach in the sport or game being coached; or
 - (D) Prior coaching in community youth athletic programs in the sport to be coached; or
 - (E) Prior participation in organized competitive athletics at high school level or above in the sport to be coached.
- (3) Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules and, at the high school level, regulations of the California Interscholastic Federation (CIF).
- (4) Knowledge of child or adolescent psychology as it relates to sports participation as evidenced by one or more of the following:
- (A) Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions; or
 - (B) Completion of a seminar or workshop on human growth and development of youth; or
 - (C) Prior active involvement with youth in a school or community sports program.
- (c) The school district superintendent may waive compliance with any one or more of the competencies described in subsection (a) provided that the person is enrolled in a program leading to acquisition of a competency. Until the competencies are met, the prospective coach shall serve under the immediate supervision of a fully qualified temporary athletic team coach.

NOTE: Authority cited: Education Code Sections 33031 and 35179.5
Reference: Education Code Sections 33352 and 35179.5.

Sacramento City USD

Board Policy: BP 4127, 4227, 4327

Personnel

Temporary Athletic Team Coaches

The Governing Board recognizes the importance of hiring qualified temporary athletic team coaches for the district's sports program.

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and with district standards and priorities. These criteria shall ensure that all temporary coaches possess an appropriate level of competence, knowledge and skill.

Any certificated teacher employed by the district who applies for a position as a temporary athletic team coach and who satisfies the qualification criteria established for the position shall first be offered the position. (Education Code 44919)

In addition, all coaches shall be subject to Board policy, administrative regulation and the codes of ethical conduct published by the state and the California Interscholastic Federation.

(cf. 5131.1 - Bus Conduct)

(cf. 6145.2 - Interscholastic Competition)

Volunteer Coaches

Volunteer athletic team coaches who do not meet the district qualification criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

(cf. 1240 - Volunteer Assistance)

Legal Reference:

EDUCATION CODE

35179.7 Interscholastic athletic program and activities

44010 Sex offense

44011 Controlled substance offense

44424 Conviction of a crime

44808 Liability when students are not on school property

44919 Classification of temporary employees

CODE OF REGULATIONS, TITLE 5

5531 Supervision of extracurricular activities of pupils

5590-5596 Duties of temporary athletic team coaches

CTA v. Rialto Unified School District, (1997)14 Cal. 4th 627

San Jose Teachers Association, CTA, NEA v. Barozzi, (1991) 230 Cal. App. 3d 1376, 281 Cal. Rptr. 724

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998 Sacramento, California

reviewed: May 6, 2002

Sacramento City USD

Administrative Regulation: AR 4127, 4227, 4327

Personnel

Temporary Athletic Team Coaches

At the first regular Governing Board meeting or within 30 days after selection of a temporary athletic team coach, whichever is sooner, the Superintendent or designee shall certify to the Board that all temporary athletic team coaches meet the qualifications and competencies required by law. (5CCR 5594)

Upon the recommendation of the Superintendent or designee, the Board shall certify to the State Board of Education, by April 1 of each year, that the district conforms with state requirements governing the employment of temporary athletic team coaches. (Title 5, Section 5594)

Competencies

The Superintendent or designee shall determine whether a temporary athletic team coach is knowledgeable and competent in the areas of: (5CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures

The Superintendent or designee shall establish qualifications in this competency area as evidenced by one or more of the following:

- a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
 - b. A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation (CPR) card
 - c. A valid Emergency Medical Technician (EMT) I or II card
 - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
 - e. Practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning and both valid CPR and first aid cards
2. Coaching techniques

The Superintendent or designee shall establish qualifications in coaching theory and techniques in the sport or game being coached as evidenced by one or more of the following:

- a. Completion of a college course in coaching theory and techniques

- b. Completion of inservice programs arranged by a school district or county office of education
 - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
 - d. Prior coaching in community youth athletic programs in the sport being coached
 - e. Prior participation in organized competitive athletics at high school level or above in the sport being coached
3. Rules and regulations in the athletic activity being coached

The Superintendent or designee shall establish knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules and, at the high school level, regulations of the California Interscholastic Federation.

4. Child or adolescent psychology, whichever is appropriate to the grade level of the involved activity

The Superintendent or designee shall establish competency in knowledge of child or adolescent psychology as it relates to sport participation as evidenced by one or more of the following:

- a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
- b. Completion of a seminar or workshop on human growth and development of youth
- c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5CCR 5593)

Additional Competencies for Noncertificated Personnel

In addition to the competencies listed above, the Superintendent or designee shall determine that a noncertificated person employed as a temporary athletic team coach: (5CCR 5592)

1. Has not been convicted of any offense referred to in Education Code 44010, 44011 or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children.

(cf. 4212.5 - Criminal Record Check)

2. Is free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

Noncertificated coaches have no authority to give grades to students. (Title 5, Section 5591)

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall: (5CCR 5596)

1. Show respect for players, officials and other coaches
2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
8. Properly instruct players in the safe use of equipment
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution
10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics
11. Avoid suggesting, providing or encouraging any athlete to use nonprescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General or the American Medical Association
12. Avoid recruitment of athletes from other schools
13. Follow the rules of behavior and the procedures for crowd control as established by the Board and the league in which the district participates



Human Resource Services

Paid Coaching Positions

Volunteer Coaching • District Volunteers

No person may perform in a paid or volunteer status until the appropriate forms and clearances are on file in the Principal's Office.

PAID POSITIONS

Staff Member Coaches

1. Prior to the beginning of each season, but no later than the deadline below, the Principal will submit a list of all paid coaches, except the Athletic Director and Intramural Coaches, on a form (see pg. 2) provided by the district. (SCUSD Coaching Assignments attached)

Season	Deadline
Fall	June 1
Spring	December 1

If there are revisions, please resubmit the changed information to Human Resource Services.

2. **Advertising for coaches** will be in the following order:
 - First: School site (where the vacancy is occurring).
 - Second: District-wide.
 - Third: Community at large.
3. All paid coaches **who are staff members** must have the following on file at the site prior to providing services:
 - A valid cardiopulmonary resuscitations (CPR) card.
 - A valid first aid card or equivalent.
 - Coaching Assignment Authorization Form from school site.

The **site assumes responsibility** for monitoring these requirements.

4. No additional clearances or forms are required for regular certificated staff members.

Walk-On Coaches

The process for hiring a walk-on coach is as follows:

- Candidates complete employment application and pre-employment personnel/payroll packet.

Certificated and Non-Certificated: Walk-on coaches must have the following on file:

- Activity Supervisor Clearance Certificate (ASCC): Non-certificated (paid or nonpaid) must completed an on-line application through the California Commission on Teacher Credentialing (AB 1025, Effective January 1, 2010)
- TB clearance (no older than 60 days unless transferred from another school district).
- Fingerprints.
- I-9 forms; pre-employment personnel/payroll packet.
- Coaching Assignment Authorization Form from school site.

Payments

1. Prior to deadline, the Principal will submit a list of all paid stipends for walk-on coaches.
2. Revisions to the Coaching Assignment List must be updated and sent to Human Resource Services, Box 770.

UNPAID VOLUNTEERS

Coaches

The volunteer coaches serve as unpaid coaches. A volunteer coach must meet the guidelines established for paid coaches. The requirements for volunteer coaches are as follows:

- Activity Supervisor Clearance Certificate (ASCC) (Non-certificated).
- Volunteer Coach Application (included).
- Fingerprints/background check clearance.
- TB clearance.
- Valid CPR card.
- Valid first aid card.



Human Resource Services

Coach Checklist: Items Needed for Approval

Staff Member Coaches: Paid Position

- Valid first aid and CPR certificates.
- Coaching Assignment Authorization Form from school site.

Walk-On Coaches: Paid Position

- Activity Supervisor Clearance Certificate (non-certificated).
- Employment application.
- Completed I-9 forms; pre-employment Personnel/Payroll packet.
- Fingerprint clearance.
- TB clearance.
- Valid first aid and CPR certificates.
- Coaching Assignment Authorization Form from school site.

Volunteer Coaches: Unpaid Position

- Activity Supervisor Clearance Certificate (non-certificated).
- Volunteer Coach application (attached).
- Fingerprint clearance.
- TB clearance.
- Valid first aid and CPR certificates.



Human Resource Services

Temporary Athletic Team Coaches (Certificated and Classified)

CERTIFICATION PACKET

PART I

Applicant Personal Information

Name: _____

Address: _____

Phone: (Work) _____

(Home) _____

Social Security Number: _____

Sport: _____

School: _____

Date: _____

Important Information

1. School sites to forward copy of certification packet to Human Resource Services, Box 770. If applicable, Activity Supervisor Clearance Certificate must be on file.
2. Original certification packet to be retained at school site.
3. Requisition for Per Diem Personnel and Per Diem Time Sheet must be submitted directly to Human Resource Services/Payroll Services to initiate the pre-employment and payroll process.

Provide written description and documentation.

1. **First Aid and Emergency Procedures**

- Valid First Aid Card (attach copy) Expiration: _____
OR
course will be completed on: _____

AND

- CPR Card (attach copy) Expiration: _____
OR
course will be completed on: _____

2. **Coaching Theory and Technique as Evidenced By:**

- Prior service as an athletic coach or assistant athletic coach in the sport to be coached.

Name of Supervisor: _____
Address: _____
Phone: _____
Year: _____
Describe Experience: _____

OR

- Work in community athletic programs in the sport to be coached.

Program: _____
Address: _____
Phone: _____
Year: _____
Describe Experience: _____

OR

- Completion of inservice programs arranged by a school district or county office of education.

Program: _____

Address: _____

Phone: _____

Year: _____

Describe Experience: _____

OR

- Completion of college-level course in coaching theory and techniques.

College: _____

Course Title: _____

Instructor: _____

Year: _____

OR

- Participation in organized competitive athletics at high school or above in the sport to be coached.

School: _____

Organization: _____

Year: _____

Describe Experience: _____

3. **Knowledge of Rules and Regulations of the Sport or Game to be Assigned**

- Yes

4. **Activity Supervisor Clearance Certificate (ASCC)**

- Valid ASCC Required for Non-Staff (Non-Credential/Permit) (attach copy)

Expiration: _____

The following materials have been provided by the school principal, athletic director, or designee: (please ✓ check)

- School Athletic Policy (Coaches) Handbook
- Student-Parent Athletic Handbook
- California Interscholastic Federation (CIF) Bylaws
- District and School Policy and Procedures for care and reporting of injuries
- Rules and Regulations pertaining to the sport or game being coached
- Policy for complying with State and Federal regulations on sex equity in athletics and equity for the handicapped (BP and AR 5145.3)
- Temporary Athletic Team Coaches Code of Ethics (AR 4227 [f])

I hereby certify to the Chief Human Resources Officer that the conditions of California Administrative Code, Title V, Section 5593, and AB 1025 (if applicable) governing temporary athletic team coaches have been met.

Name of Applicant: _____

Sport: _____

Date: _____

Principal or Athletic Director's Signature

Date

Applicant's Signature

Date

Adolescent psychology as it relates to participation in sports, as evidenced by:

- Successful completion of a college-level course in adolescent (child) psychology.

College: _____

Course Title: _____

Year: _____

OR

- Completion of seminar/workshop on Human Growth and Development of Youth.

Seminar/Workshop Title: _____

Presenter: _____

Year: _____

OR

- Prior active involvement with youth in school/community sports program.

Name of Program: _____

Activity: _____

Year: _____

Describe Experience: _____



Human Resource Services

Waiver Request Form From Legal Requirements for Temporary Athletic Coach Applicants

Date _____

Applicant's Name _____

I am requesting a waiver from the legal requirement of Title 5, Section 5593, for the following Section(s): (please circle)

I
(Care and Prevention)

II
(Theory and Techniques)

III
(Rules and Regulations)

IV
(Child & Adolescent Psychology)

for the following sport: _____ during the _____ school year.

Applicant's Signature

Principal

Statement and Recommendation for Waiver

I recommend that this applicant be granted the waiver requested from Section(s): (please circle) I II III IV because I personally guarantee that he/she will meet both of the following requirements for such a waiver during this coaching assignment:

1. He/she will be currently enrolled in a training program related to the requirement(s) not met.
2. He/she will coach ONLY under the direct supervision of a fully qualified coach at EACH PRACTICE AND COMPETITIVE SESSION.

Principal's Signature

School

Athletic Director's Signature

Date



Human Resource Services

Volunteer Coach (Unpaid)

APPLICATION

Name:	Home Phone:
Address:	Work Phone:
City:	Zip Code:
Date Submitted:	Sport:
Previous Experience Working With Youth:	

As a volunteer coach for _____ High School, I understand that neither the Sacramento City Unified School District, nor any member of _____ High School, will compensate me for my services. As a volunteer my services are gratis, and I will not receive a financial reward for my volunteer services.

I also understand that before a coach can be compensated for any paid services the Sacramento City Unified School District Board of Education must officially ratify the coach(es) as an employee of the district.

As a volunteer coach, I understand that I must:

- Hold an Activity Supervisor Clearance Certificate (ASCC).
- Be fingerprinted and have a background check clearance.
- Have TB clearance.
- Have valid first aid and CPR certificates.

Coach's Signature

Date

Athletic Director's Signature

Date

Principal's Signature

Date



Human Resource Services

Classified Employment Process

Bargaining Units: CSA, SEIU, Teamsters

1. When an employee resigns, is promoted, transferred, or otherwise removed from a position, Human Resource Services will contact the hiring manager by e-mail to confirm the position title, FTE, calendar, and posting date.
2. Classified job postings will be sent to sites and departments via e-mail. Positions will be posted on the District's web site, www.scusd.edu.
3. As individuals apply for positions, skills tests will be administered when applicable and upon candidate request.
4. When a position closes, Human Resource Services will paper screen, complete a paper screening matrix that summarizes education, experience, skills, etc., and send the matrix to the hiring manager. Only applicants who meet minimum qualifications will be referred for interview.
5. Human Resource Services will maintain records by position and site/location for all openings.
6. Hiring managers are to schedule interviews.
7. Hiring managers will establish interview panels of no less than two members with varying representation by position, age, gender, and ethnicity. The panel composition shall be determined by the Hiring Manager; however, each panel shall have at least one bargaining unit member which may or may not be selected by the Union, from the site, or administrative unit.
Suggestion: Utilize your site steward for interview panels, or you may use a chief steward from a similar job classification.
8. Hiring managers shall develop interview questions and may request that Human Resource Services provide assistance.
9. Hiring managers may print the interview/selection forms (PSL-F079 through PSL-F082) from the district web page, www.scusd.edu, under Human Resources, Documents. These forms must be returned to Human Resource Services at the conclusion of interviews.
10. The hiring documents will be reviewed by Human Resource Services upon receipt. If approved, Human Resource Services will make the job offer contingent upon the candidate successfully meeting additional legal requirements. The hiring manager will also be given the option to contact unsuccessful candidates, plus Human Resource Services will contact the unsuccessful candidates as well.
11. Human Resource Services will make salary placement, arrange for fingerprints, TB tests, or any other required tests, and complete new hire paperwork. No one will be allowed to start work until all necessary pre-employment paperwork is completed, and Human Resource Services has confirmed/notified the site of a start date.
12. All classified new hires are required to attend a new employee orientation prior to their start date or within 30 days from the date of offer.





Human Resource Services

Classified Employment Process

Hiring Manager Instructions

1. Candidates' names, applications or resumes, and letters of reference are confidential. A Confidentiality Statement is included on the Interview Team Report and Recommendation.
2. The District is committed to hiring the most qualified candidates and will provide equal employment opportunities for all persons. The interview should provide a professional, equitable and unbiased hiring and promotional process.
3. Panel members should review position descriptions and applications of candidates prior to the interview. The panel composition shall be determined by the Hiring Manager; however, each panel shall have at least one bargaining unit member from the site or administrative unit.

Suggestion: Utilize your site steward for interview panels, a chief steward from a similar job classification, or any qualified bargaining unit member.

4. Members of the interview panel should be provided a set of structured questions which should be asked as they are written. Clarification questions are appropriate, but probing questions which might influence a candidate's answers are not appropriate. Scoring of each candidate is to be done at the conclusion of each candidate's interview. The interview team may not discuss candidates until the end of the interview and all score sheets have been turned in to the proctor.
5. Candidates should be evaluated on the degree to which they meet the criteria in the position description, and not be evaluated comparatively against other candidates. The interview team should **NOT** ask questions regarding race, religion, age, sexual preference, national origin, family/marital status, disabilities, residence proximity, child care arrangements, or any other inappropriate personal questions.
6. Only the hiring manager will check references. References must be checked prior to recommending a candidate for hire.
7. Hiring managers should provide a relaxed atmosphere for candidates, remain in control of the interview, provide a format where the candidate does most of the talking, and use open-ended questions rather than ones that solicit a "yes" or "no" response.
8. The hiring manager should be prepared to answer candidates' questions about the District, i.e., number of schools, types of programs, etc.; however, questions related to scoring, salary, or employment status should be referred to Human Resource Services.
9. The hiring manager must return the following documents and forms (PSL-F079 through PSL-F082) to Human Resource Services after interviews are complete:
 - a. Applications of Candidates
 - b. Interview Questions
 - c. Classified Interview Forms
 - d. Classified Summary Rating Sheet
 - e. Completed Applicant Reference Check Form
 - f. Classified Interview Team Report and Recommendation
10. Human Resource Services will notify candidates of their status in writing within ten working days after the successful candidate has accepted the position.



Classified Interview Form

Candidate:	Vacancy No.	Date of Interview:
------------	-------------	--------------------

OVERALL RATING SCORE
 5 = Unacceptable 10 = Serious Weakness 15 = Acceptable 20 = Above Average 25 = Exceptional



INTERVIEW QUESTIONS	SCORE
Question Number 1 Notes:	
Question Number 2 Notes:	
Question Number 3 Notes:	
Question Number 4 Notes:	
Question Number 5 Notes:	
Question Number 6 Notes:	
Question Number 7 Notes:	

Interview Panel Member Signature: _____

Date: _____



Classified Summary Rating Sheet

Position:	Vacancy No.	Date of Interview:
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Candidates In-District: Ensure that at least 50% of those referred interview candidates are the most senior eligible District employees. In any case, where there is less than 50% eligible District employees, all eligible District employees shall be referred for interview.	Interview Score	Preference Points (10 Points to Each Permanent District Employee)	Vietnam Era Adjustment Act of 1974 (5 Points)	Score	Total Score

Non-District:					

Hiring Manager Signature: _____ Date: _____



Applicant Reference Check (Classified and Management)

Applicant:
Position:
Interviewer:
Date:
Person/Spoke to:

How would you describe (the applicant's) work style?
Is there any reason we should not hire (the applicant)?
What are the strengths of (the applicant)?
What are the weaknesses of (the applicant)?
On a score of one to ten with ten being high, how would you rate (the applicant)?
Is there someone else I should speak to about (the applicant)?
Would you hire (the applicant) again in the position they now hold?



Human Resource Services
**Classified Interview Team Report
 and Recommendation**

VACANCY #: _____

Hiring Manager:	Interview Site:	
Position:	Interview Date:	
PLEASE PRINT INTERVIEW TEAM MEMBERS	GENDER	ETHNICITY
Name: _____ (Classified Member)	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
LIST CANDIDATES REFERRED BY HR WITH STATUS, I.E, NO SHOW, DECLINED INTERVIEW, ETC.		
CONFIDENTIALITY AGREEMENT		
<p>The purpose of this interview team is to provide a professional, equitable, and unbiased hiring and promotional process. The integrity of this team must be based on the highest ethical standards of the education profession. Interview team members agree not to contact references of candidates nor discuss candidates with others. By signing this document, interview team members agree to adhere to strict confidentiality with regard to the interview process which includes names of applicants, resumes or applications, letters of reference, interview questions, evaluations, or impressions.</p>		
INTERVIEW TEAM RECOMMENDATION		
First candidate recommended for hire:		
Second candidate recommended for hire (if first candidate does not accept position):		
NOTIFICATION OF <u>SELECTED CANDIDATE</u>—HUMAN RESOURCE SERVICES ONLY NOTIFICATION OF <u>NON-SELECTED CANDIDATES</u>—HUMAN RESOURCE SERVICES		
Signature of Hiring Manager:	Date:	



Human Resource Services

No Child Left Behind Act: Highly Qualified Timelines: Teachers/Paraprofessionals

The “highly qualified” requirements in the No Child Left Behind (NCLB) Act apply to teachers and paraprofessionals. The timeline for meeting highly qualified requirements for paraprofessionals was at the end of the 2005-06 school year. The timeline was extended for teachers to June 20, 2007.

	Teachers	Paraprofessionals
Who must meet the requirements?	<ul style="list-style-type: none"> • All teachers of core academic subject areas at all schools (including charter schools). • Charter schools must be NCLB compliant; they are not exempt. 	<ul style="list-style-type: none"> • Paraprofessionals who provide instructional support to Title I, Part A, students. (Note: For school-wide programs, all paraprofessional providing instructional support must meet the requirement.)
What are the requirements?	<ul style="list-style-type: none"> • Bachelor’s degree. • CTC issued credential. • Demonstrated core academic subject matter competence. <i>Teachers credentialed <u>after</u> July 1, 2002:</i> <ul style="list-style-type: none"> ▪ Pass approved subject matter exam. ▪ Major in subject area, graduate degree, or National Board Certificate, or HOUSSE (<u>middle/high school only</u>). • <i>Teachers credentialed <u>before</u> July 1, 2002:</i> <ul style="list-style-type: none"> ▪ CA High Objective Uniform State Standard of Evaluation (HOUSSE) (all grades). ▪ Major in subject area, graduate degree, or National Board Certificate, or HOUSSE (<u>middle/high school only</u>). ▪ Pass approved subject matter exam. 	<ul style="list-style-type: none"> • Secondary school diploma. • For those hired <u>after</u> January 8, 2002: two years of study at a college or university (48 units), associate’s degree (or higher), pass the academic assessment, or be NCLB compliant.
When must the requirements be met?	June 20, 2007	End of the 2005-06 School Year
Is there funding to support meeting this requirement?	All districts receiving Title I, Part A, must set aside 5% toward Highly Qualified support; Program Improvement schools and districts must set aside an additional 10%.	
Who will be targeted for an audit?	All schools <u>must be</u> 95% compliant status or will be targeted for audit.	



Human Resource Services

No Child Left Behind Act: Classified Highly Qualified Paraprofessional Designation

Assessor-Translator

Educational Assistant (Career Lattice)

Employment Coach, Special Education

Family Advocate (Integrated Support Services Only)

Health Aide I, II, III (Career Lattice)

Health Aide I, II, III, Special Education (Career Lattice)

Home Visitor, First 5 Home-Based Program (Career Lattice)

Home Visitor, Head Start/Early Head Start Home-Based Program (Career Lattice)

In-House Suspension, Staff Assistant

Instructional Aide (Career Lattice)

Instructional Aide (CH/D/HH) (Career Lattice)

Instructional Aide, Child Development (Career Lattice)

Instructional Aide, Computer Lab Assistant (Career Lattice)

Instructional Aide, Special Education (LH, RSP, CH/SLH, DIS, PH/OH, PH/VH, SH) (Career Lattice)

Interpreter for the Deaf I, II, III (Career Lattice)

Teacher Assistant Bilingual (Career Lattice)

Teacher Assistant Bilingual, Computer Lab Assistant (Career Lattice)

Transition Assistant, Special Education

Consistent with the No Child Left Behind Act of 2001 (core subjects only), other related legislation, or as determined by the Chief Human Resources Officer.



Human Resource Services

No Child Left Behind Act: Certificated Highly Qualified Teacher Designation

K-12 Classroom Teachers who teach core academic subjects:

- Arts (Visual and Performing)
(Fine Art credit)
- Civics
- Economics
- English (to include Yearbook)
- Foreign Language
- Geography
- Government
- History
- Mathematics
- Reading or Language Arts
- Science

Exempt: Those who do not teach core academic subjects, such as:

- AVID
- Computer/Business
- Health Education
- Librarians
- Physical Education
- ROP
- ROTC
- Vocational Education

Some Special Education teachers who:

- Assist disabled students with mobility
- Pull out students for RSP
(Elementary RSP Teacher)
- Teach Life Skills
- Work in a consultative role

**Consistent with the No Child Left Behind Act of 2001 (core subjects only)
and other related legislation.**

Human Resource Services contact person for Certificated NCLB paperwork:

Edith Sun-Rudolph, Human Resource Services Analyst (Team A), 643-7490
Jake Hansen, Interim Human Resource Services Analyst (Team B), 643-7495
Cindy Nguyen, Human Resource Services Analyst (Team C), 643-7489