

NEW ASSISTANT COACH HIRING PROCESS & INFORMATION:

1. Head Coach notifies AD there is a vacancy.
2. AD sends Job Posting to HR.
3. Job is posted on district website.
4. Applicants complete an employee application with us at:
<https://www.applitrack.com/sowashco/onlineapp/default.aspx>
5. Head Coach interviews candidate(s), notifies AD of selection.
6. Activities Department notifies HR to send background check to candidate.
7. HR notifies AD of background check status when determined.
8. If passed, Head Coach notifies AD if the position is going to be paid by the booster club.
9. If paid by booster club:
 - a) Head Coach and AD determine the Time points according to the current Teacher's Collective Bargaining Agreement.
 - b) The total points and time are agreed upon by Head Coach, AD and Volunteer-Paid Coach.
 - c) The booster club submits a check for the total amount plus *15.15% to ERHS Bookkeeper, Shari Schumacher prior to the start of the season.
10. Experience points are confirmed by AD and contract information is sent to HR
11. AD completes PAF
12. HR sends contract to new employee
13. Employee signs contract and completes all new hire paperwork (including I9 information, direct deposit, w4, etc.)
14. Coach updates MSHSL Coach's Clipboard page with necessary Continuing Education Requirements INCLUDING BLOODBORNE PATHOGENS.

*The following employer contributions (benefits) are mandated: FICA (Social Security & Medicare) - 7.65% employer contribution PERA or TRA contribution (as applicable) - currently both are 7.5% employer contribution.

All ERHS paid coaches will be paid on the 15th and 30th of each month.