



Mt. Diablo Unified School District- HS Athletic Coaches

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College Park Ygnacio Valley	Mt. Diablo Concord	Northgate Olympic

Hiring & Onboarding

1. Coaching positions are posted on Edjoin
2. Athletic Director interviews and submits [ACR](#) to HR to begin the process of clearance & hiring (ACR must have pay filled out)
3. AD sends Google form to new perspective coach to get all necessary information
4. HR Orientation is scheduled to complete the following:
 - a. Fingerprints are completed as employee (Volunteers don't get FBI check)
 - b. NFHS Certificates are collected
 - i. Fundamentals of Coaching
 - ii. Concussions in Sport
 - iii. Protecting Students From Abuse
 - iv. Sudden Cardiac Arrest
 - c. CPR & First Aid (Must be completed in-person)
 - i. Water sport coaches must also have water safety/lifeguard training
 - d. Get a TB Test Negative Result or Assessment to bring to the Orientation (3-4 Day process)
 - e. Complete the Employment I-9, TAX forms (EDD, W-4), Direct Deposit Form
 - f. Badge Picture
5. The Athletic Director is notified that the coach is cleared to begin.
6. AD's then review MDUSD coaching manuals and do their own Onboarding process. Send documentation of coach successful completion of coaching manual review and onboarding to the Secondary Education Office.
7. HR Inputs ACR information into Business + and OTG.

Payment

1. Review the ACR to see the pay
2. On the 10th of the month prior to the season ending, the Athletic Director needs to send the Principal/Designee a confirmation list of names, pay type, pay amount and budget code for positions paid for by gate.
3. Athletic Booster reimbursement checks also must be received by the 10th of the month prior to the season ending.
4. Admin/Office Designee creates a spreadsheet for Secondary Education Office by the 15th of the month. One spreadsheet for district paid and another for site funded positions.
5. Signatures needed on payroll sheets: Principal, Director of Secondary, Chief of Educational Services
6. Send completed form to payroll by the 20th of the month.
7. Check mailed to coach on the 10th of the following month