



**BEAUFORT COUNTY SCHOOLS
HIRING COACHES**

Certified Personnel (Teacher)

1. Contract - every year
2. Concussion Online Course – every year
3. Coaches Education Online Course – One time after board approval. The \$35 will be reimbursed. High School ONLY!
4. Request Extracurricular Assignment – initially certified and teachers with 27 or more years of experience – done every year that it is applicable
5. Previous Coaching Experience History – first time hire only. This must be a paid public school history. This form needs to be filled out only if the individual is claiming experience. If experience is zero (0) this form is not necessary.

***NOTE** – You do not need to do a tax package, criminal background check, etc. Central Services has already done this.

Non-Certified Personnel/Classified (TA, custodian, etc.)

1. Contract – Volunteer Agreement
2. Concussion Online Course – every year
3. Coaches Education Online Course – One time after board approval. The \$35 will be reimbursed. Course should not be taken prior to receiving board approval. This is required for high school coaches ONLY!

Individuals will be frozen at 0 – 2 years experience.

***NOTE** – You do not need to do a tax package, a criminal background check, etc. Central Services has already done this.

Anyone who is NOT a Beaufort County Schools Employee

Individuals not receiving a stipend

1. Contract – Volunteer Agreement – each year
2. Background Check Volunteer Application – **first time hire only**
3. Concussion Online Course – every year
4. Coaches Education Online Course – One time after board approval. The \$35 will be reimbursed. Course should not be taken prior to receiving board approval. High School only.

Individuals who WILL be receiving a stipend:

1. Contract – Volunteer Agreement contract each year.
2. Concussion Online Course – every year

3. Coaches Education Online Course – One time after board approval. The \$35 will be reimbursed. Course should not be taken prior to receiving board approval. High School Coaches ONLY!
4. Tax Package (I-9, W-4, & NC-4) – **first time hire only**
5. Health Certificate – **first time hire only**
6. Three telephone reference forms verified by the principal or his/her designee– **first time hire only**
7. Volunteer Application – **first time hire only**
8. Coaches Education Online Course – One time after board approval. The \$35 will be reimbursed. Course should not be taken prior to receiving board approval.
9. Copy of Social Security Card – **first time hire only**
10. Copy of Driver License – **first time hire only**
11. Sexual Harassment Form - **first time hire only**
12. Individuals will be frozen at 0 – 2 years experience
13. All individuals receiving a stipend must fill out a direct deposit form and attach a blank (void) check or have a savings account number.
14. Tobacco Free Policy

NOTE: Any individual who drops out of coaching even if for one year will be treated as a first time hire when they return to coaching.