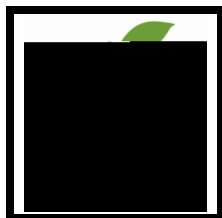


EMPLOYMENT





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. 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.

2199000244490551

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

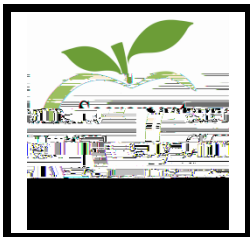
Certificated Interview Team Report and Recommendation

VACANCY #: _____

Hiring Manager:	Interview Site:	
Vacant Position:	Interview Date:	
PLEASE PRINT INTERVIEW TEAM MEMBERS	GENDER	ETHNICITY
Name: _____ (SCTA Unit Member)	Male	
Title: _____	Female	
Name: _____	Male	
Title: _____	Female	
Name: _____	Male	
Title: _____	Female	
Name: _____	Male	
Title: _____	Female	
Name: _____	Male	
Title: _____	Female	
Name: _____	Male	
Title: _____	Female	

LIST CANDIDATES REFERRED BY HR WITH STATUS, INTERVIEW, ETC.

INTERVIEW TEAM RECOMMENDATION/PHONE/STATUS (NEW, FORMER SUB, PERM, OR OTHER)
The following applicant is an acceptable candidate and is to be offered the position.
NOTIFICATION OF NON-SELECTED CANDIDATES (Check when complete)
Phone Notification Notification: Hiring Manager Notification: Human Resource Services
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.

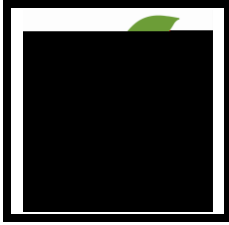
Experience Credit

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.

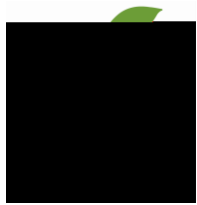


Human Resource Services

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



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 online 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 work

———— BULLETIN ————

SUBJECT:

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

Name of Athletic Coach	SSN	Sport

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)

- (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 inservice 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

Sacramento City USD
Board Policy: BP 4127, 4227, 4327
Personnel

Temporary Athletic Team Coaches 4>> BDC mporary At

Sacramento City USD
Administrative Regulation: AR 4127, 4227, 4327
Personnel

Temporary Athletic Team Coaches

At the first regular Governing Board meeting or w

- 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 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 ~~more~~ ^{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 ~~if~~ ^{and} 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 444011 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 parti

Human Resource Services

Paid Coaching Positions

9 R O X Q W H H U & R D F K L Q J ‡ ' I

No person may perform in a paid or volunteer status until the appropriate
I R U P V D Q G F O H D U D Q F H V D U H R Q I L O H L Q W K H 3 U L C

PAID POSITIONS

Staff Member Coaches

1. Prior to the beginning of each season, but no later than the deadline ~~below~~, 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

Walk-On Coaches

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

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

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

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

Payments

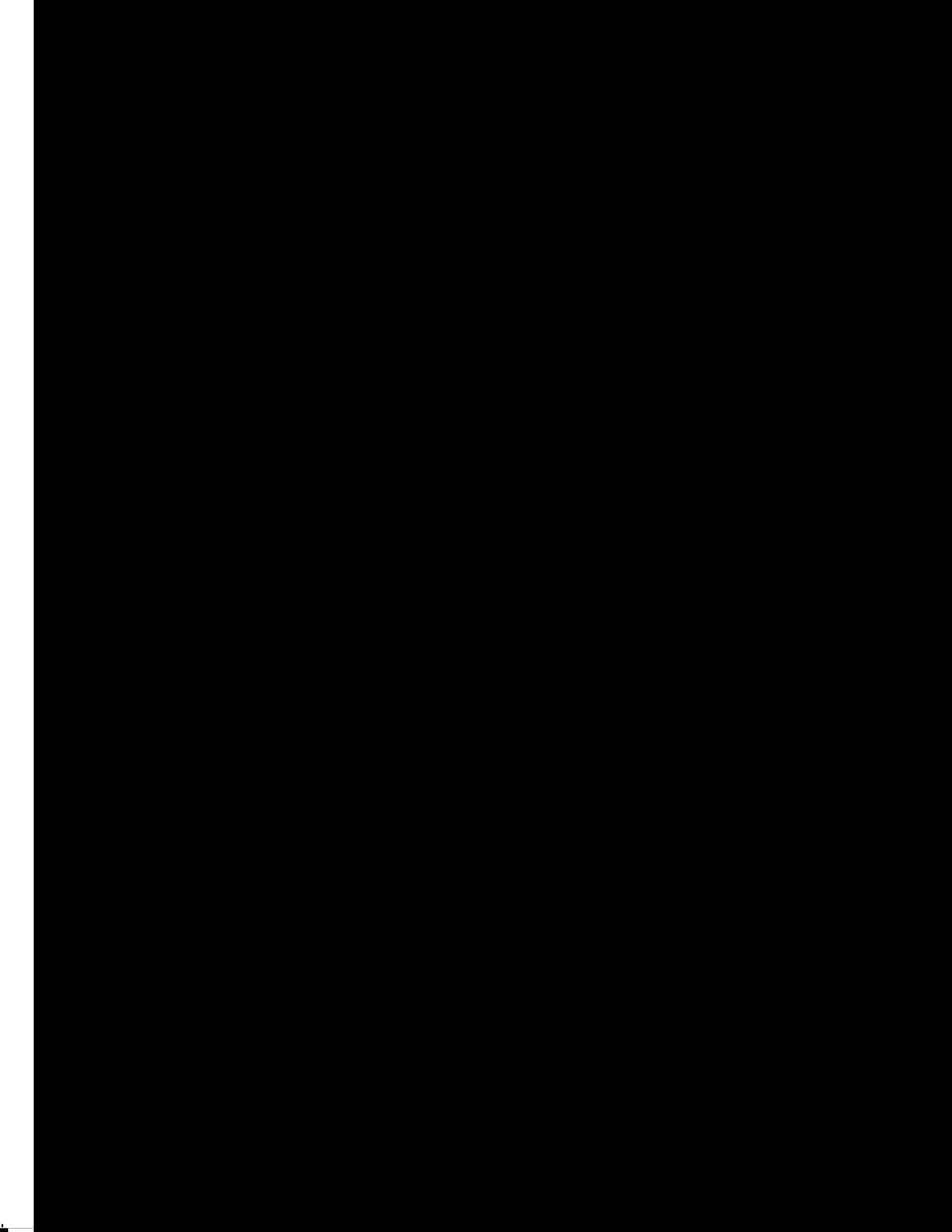
1. Prior to deadline, the Principal will submit a list of paid stipends for walk-on coaches.
2. Revisions to the Coaching Assignment List must be updated and sent to Human Resource Services, Box 770.

UNPAID VOLUNTEERS

Coaches

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

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



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



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

- School Athletic Policy (Coaches) Handbook
- StudentParent Athletic Handbook
- California Interscholastic Federation (CIF) laws
- 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 55992 and AB 1025 (if applicable) governing temporary athletic team coaches have been met.

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



Human Resource Services



Human Resource Services

Classified Employment Process

Hiring Manager Instructions

1. Confidentiality Statement is included in 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 are not structured should not be asked. At the conclusion of the interview, all score sheets should be turned in to the proctor 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 for the position described.







Human Resource Services

**Applicant Reference Check
(Classified)**



Human Resource Services

Classi



Human Resource Services

No Child Left Behind Act: Certificated Highly Qualified Teacher Designation

K-12 Classroom Teachers who teach core academic subjects: