**MARYSVILLE SCHOOLS**

**NEW COACHES (PAID OR VOLUNTEER)**

**Visit** [**www.marysville.k12.oh.us**](http://www.marysville.k12.oh.us) **- select Employment – Coaches (Paid & Volunteer) to access steps included below.**

1. **Application and Employment Process (Marysville Schools)**

* Complete on-line employment application (select Coach or Volunteer Coach position)
* Print out and complete the volunteer OR paid coach employment forms from the Employment page
* Return all completed forms to Human Resources at 1000 Edgewood Dr., Marysville, OH as soon as possible
* ID Badge – you can get your photo taken for your ID badge when you return the forms to Human Resources

**2. BCI/FBI (Marysville Schools & Ohio Department of Education)**

* Must be done within last 365 days – MEVSD can accept a copy if you have already completed elsewhere
* Paper copy of both BCI and FBI sent to Marysville Schools – **USE THE FORM IN THE PACKET when you go for check**
* Electronic versions of both BCI and FBI need to sent to the Ohio Department of Education (ODE) – this will be matched at ODE with your Coaching permit application

You can get checks done at the Marysville Police Dept., the Union County Sheriff’s Office or an agency of your choice. To complete through the Union County Sheriff’s Office call 937-644-4103 ext. 4469 to make an appointment. Cost is approximately $57.

**3. Coaching Permit (Ohio Department of Education)**

* Complete CPR, NFHS Fundamentals of Coaching Class, First Aid for Coaches Training, Concussion Training, Sudden Cardiac Arrest Training and apply for the Coaching Permit.
* Follow the link below to the ODE website for the PAV licensure requirements and application procedure:

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Audiences/Coaching-Permits>

**4. Final Forms (Marysville Schools)**

* Upload your certificates for the Coaching Permit Training to Final Forms or provide copies to the Athletic Director.
* The Athletic Director will send you Final Forms access link information.

**IMPORTANT: NEW paid or volunteer coaches may not begin working with students until the above requirements are completed. You must be cleared by the Athletic Director BEFORE you work with students in any capacity. *You will not be placed on the Board Agenda for approval until the application, background checks and coaching permit are on file in the HR Office (drop off or e-mail to*** [***humanresources@mevsd.us***](mailto:humanresources@mevsd.us)***).***

**Checklist:**

**\_\_\_\_\_Employment/Volunteer application completed on Applitrack**

**\_\_\_\_\_BCI/FBI background checks completed and mailed to Marysville Schools, as well as, sent electronically to ODE**

**\_\_\_\_\_Screenpointe background check form returned to Board Office (drop off or email)**

**\_\_\_\_\_Employment Paperwork completed (if paid coach)**

**\_\_\_\_\_Copy of Driver’s License and Social Security Card to Board Office (if paid coach)**

**\_\_\_\_\_On-line coaching permit application completed (ODE website)**

**\_\_\_\_\_CPR Certification completed**

**\_\_\_\_\_NFHS Fundamentals of Coaching Class completed**

**\_\_\_\_\_First Aid for Coaches Training completed**

**\_\_\_\_\_Concussion Course completed**

**\_\_\_\_\_Sudden Cardiac Arrest Training completed**

**\_\_\_\_\_Sign/Return Contract (if paid coach)**