
DUBLIN UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT

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Diane Manske, HR Director

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ATHLETIC DIRECTORS

Dublin High School

Carol Shimizu, Principal
Shawn McHugh, Athletic Director

Fallon Middle School

Aileen Parsons, Principal
Chris Branson, Athletic Director

Wells Middle School

Kevin Grier, Principal
Chuck Mercer, Athletic Director

SELECTION CRITERIA

Our goal in providing a competitive athletics program is to give our students an opportunity to learn to work as members of a team, to learn and follow the rules of the game, and to learn to abide by the decisions of coaches, game officials, and other authorities. Finally, we want everyone to remember that athletes are first and foremost students. Their studies come first and must not suffer because of their participating in sports.

We are seeking responsible individuals with experience that may include classroom teaching and previous coaching at any level or in any sport. We seek and expect coaches to:

- monitor and encourage academic achievement and athletic eligibility.
- be a positive adult role model in language, dress and interaction with adults and students alike.
- work with students in a manner appropriate to their age and development.
- model exemplary behavior in all interactions, including both winning and losing contests, and expect similar good behavior from student athletes.
- Exemplify and model the characteristics "Pursuing Victory with Honor Program" adopted at the high school.

Each new season presents new challenges and we hope rewards. With the cooperation of coaches, administrators, teachers, parents and members of the community, we can provide a quality athletic program for our students

BEFORE YOU BEGIN

All vacant high school and middle school coaching positions will be posted and listed on the **web page**. Job descriptions and applications may be obtained from the district office receptionist between the hours of 8:00 a.m. and 4:30 p.m. If you are already an employee of the district, please call (925) 828-2551 to apply. If through the paper screening process you are invited to interview and are eventually offered a coaching position, you will participate in a new employee orientation. Following the completion of all paperwork the Human Resources Department will issue you a "Short Term/Temporary Contract" authorizing the Principal and Athletic Director to allow you to begin your coaching duties.

New Coaches – may not start coaching until they have completed the following:

- A signed contract indicating length of service and stipend to be paid
- Application and Emergency Card information
- Fingerprinted
- Current First Aid (every 2 years)/CPR (every year) course certification
- CIF Coaching Principles Course
- **Employee/Payroll Packet – Which includes:**
 - W4/DE-4 form
 - Oath of Allegiance
 - Recipient designation of warrants
 - PERS status form
 - I-9 Immigration form (copy of CA drivers license and social security card must be attached)

- Proof of freedom from tuberculosis. (Tests are good for 4 years and results must be on file for all employees.)
- General safety rules for all employees – (review and sign back page of booklet provided.)
- Questionnaire for part-time employees

Fingerprints and TB testing are a condition of employment and each coach is responsible for the cost. HR will provide a list of fingerprinting locations and TB test providers.

Information to be kept by the coach:

- Information regarding the annuity application
- District policies regarding – a Drug and Alcohol Free work place, Sexual Harassment and a Tobacco Free workplace

District employees and returning coaches – must complete the following:

- Submit a letter of intent to the Human Resources Department of the Dublin Unified School District
- New contract for the current school year indicating the length of service and stipend to be paid
- First Aid, every 2 years – CPR, every year course certification
- Proof of freedom from tuberculosis that is less than 4 years old. (If one is not already on file and has not expired)

Salary:

- *Current DUSD certificated bargaining unit members: as per DUSD/DTA collective bargaining agreement.*
- *All Others: stipend*

Employment Questions:

Please call Diane Manske, HR Director
(925) 828-2551 ext. 8013

Payroll questions:

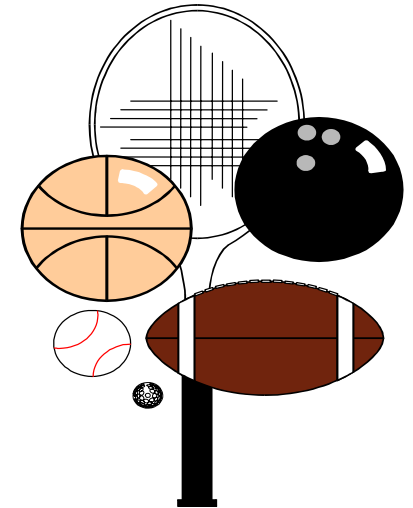
Contact Anne Stevens at 828-2551 ext. 8047
or Cathy Thomas at 828-2551 ext. 8048



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Employment Procedures and Guidelines For Athletic Coaches