



South Middleton School District: Coaches Paperwork

Applicant Name: _____

Position: _____

Checklist of Required Information for Complete Application

HR Paperwork- send to HR/Payroll Specialist Erin Lutz

- _____ Signed Coaching Contract (must sign every year)
- _____ Resume
- _____ Letter of Interest
- _____ References (3)
- _____ PA State Police Criminal Record Check (Act 34)
- _____ FBI Check Expiration
- _____ PA Child Abuse History Clearance (Act 151) Expiration
- _____ School Personnel Health Record-Only for Hiring Act 24
- _____ I9 and approved documents
- _____ Direct Deposit
- _____ Local Earned Income Tax Form
- _____ W-4
- _____ Act 168
- _____ Master Information Enrollment Form

Athletic Department Onboarding Process- contact Crystal Kuhn, clk@smsd.us, with any questions.

- Newly hired coaches will receive an email from Crystal Kuhn, athletics administrative assistant, with instructions on logging into Safeschools (districts training and coursework platform) to complete the required courses.
- Returning coaches will be assigned annual and bi-annual courses as required.
- All coaches are required to create a coaching profile and upload certificates.
 - o Go to [PIAA Coach Profile and Credentials](#) and utilize [How To Create a Coach Profile](#) to complete the task.
- Certificates will be reviewed through Safeschools and the PIAA Directory upon completion.
- Coaches do not need to provide a copy of the certificate unless requested by administration.