

# NEW COACH HIRE PROCESS

## AACPS ATHLETICS

### STEP: #1

APPLY ONLINE AT  
[WWW.AACPS.ORG](http://WWW.AACPS.ORG)

**AACPS EMPLOYEES  
SKIP TO STEP #5**

### STEP: #2

HR WILL CONTACT  
FOR PROCESSING &  
FINGERPRINTING

**BOARD OF  
EDUCATION**

EXTERNAL ONLY  
NOTIFY AD  
WHEN PROCESSING HAS  
BEEN SCHEDULED

### HOW TO APPLY AS AN EXTERNAL APPLICANT

1. Click the following link: "[Team Sports](#)"
2. Browse the openings listed on the page or search for a sport in the "search" box
3. Check the job you would like to apply to and click "Apply".
4. Log in and follow the prompts to complete the application and upload your certificates. You will choose which locations you are interested in coaching and will receive a confirmation and follow up email if application was successfully submitted.
5. If you are hired Human Resources will contact you to schedule processing and

### HOW TO APPLY AS AN INTERNAL APPLICANT

1. Click the following link: "[All Internal Vacancies](#)"
2. Click on the "Yes, I am an employee" button.
3. Log in with your AACPS email.
4. Browse the openings listed on the page or search for the coaching position in the "search" box
5. Check the job you would like to apply to and click "Apply".
6. Follow the prompts to complete the application and upload your certificates. You will receive a confirmation and follow up

**SAFESCHOOL TRAINING:** Coaches must complete and/or be up to date with all AACPS required Annual SafeSchool's training assigned to your AACPS Login. <https://aacps-md.safeschools.com/login>

### STEP: #3

HR WILL ISSUE A BADGE &  
FINGERPRINT CARD WHEN ALL  
REQUIREMENTS HAVE BEEN  
COMPLETED

**BOARD OF EDUCATION**

EXTERNAL ONLY

### STEP: #4

COACHES MUST SHOW ADS  
THEIR BADGE & CARD. AD WILL  
KEEP A COPY IN THE SCHOOL FILE.

**SCHOOL LEVEL**

EXTERNAL ONLY

### STEP: #5

ALL COACHES NEED TO COM-  
PLETE NFHS CERTIFICATES AND  
GIVE COPIES TO THE ATHLETIC  
DIRECTOR

**NFHS CERTIFICATES  
CPR and Care and Prevention of  
Athletic Injuries**

### STEP: #6

OFFICE OF ATHLETICS  
WILL ISSUE CONTRACTS  
TO ATHLETIC DIRECTORS

**SCHOOL LEVEL**

### STEP: #7

COACHES WILL SIGN CON-  
TRACT ISSUED BY THE ATH-  
LETIC DIRECTOR

**SCHOOL LEVEL**

### STEP: #8

**YOU ARE NOW  
OFFICIALLY AN AACPS  
COACH**

**AACPS ATHLETICS**

