

GCK/GDK-AR Assigning Nonlicensed Personnel to Cocurricular Duties



Code: **GCK/GDK-AR**
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Assigning Nonlicensed Personnel to Cocurricular Duties

Current Employees

1. Submit current first-aid card and Form PD-40 to the department of human resources.
2. Submit verification of certification through the NFHS Coaches Certification program (ASEP) as required by Oregon School Activities Association.

New Employees

Before a new employee may begin a cocurricular assignment, the following must be submitted to the department of human resources:

1. Two letters of recommendation;
2. Valid first-aid card;
3. Submit verification of certification through the NFHS Coaches Certification program (ASEP) as required by Oregon School Activities Association.

After these items have been submitted, the new employee must report to the department of human resources to complete all necessary paperwork for employment, and to be scheduled for fingerprinting.

No employee shall be allowed to report for a cocurricular assignment until all necessary paperwork has been completed and the employee has been fingerprinted.