

**LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Interscholastic Athletics**

EMPLOYMENT OF ATHLETIC ASSISTANT FORM

NOTE: Before completing this form, read attached guidelines for hiring and payroll procedures.

THIS FORM DOES NOT AUTHORIZE EMPLOYMENT. Each person must be processed and approved by Classified Personnel Division and a "greenie" for each position must be created before any time may be reported. This process can only begin when this form is received in the Athletics Office.

The position of "Athletic Assistant" is a classified position and is paid monthly for time reported. Please see page two of this form indicating the maximum number of hours for which an "Athletic Assistant" can be paid for specific coaching assignments. In addition, the number of hours reported is not to exceed 75 hours in any single pay period, except for a Campus Aide's hours, which may be distributed throughout the school year, not to exceed 799 hours when the total number of hours for the two assignments is combined.

<u>Name of Athletic Assistant</u>	<u>Position to be Filled</u>	<u>Emp. No.*</u> (See Below)	<u>Coaches Pay Rate</u> (Rate # 1-6)	<u>Effective Date</u>	<u>School Location</u> Code Needed
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____

_____ School _____ Principal's Signature _____ Date

_____ School Payroll Clerk's Signature _____ Date

* If the employee number is not yet known, school must indicate "In Process." This information will be verified with the Classified Personnel Office. The employee number must be submitted to the Athletics Office when it becomes available.

- NOTES:**
- All newly hired paid coaches must complete the ASEP/CIF Coaching Education and must have certification of current CPR , First Aid and Concussion Training on file at the school.
 - All Athletic Assistants must be cleared and approved by Classified Personnel in order to begin the assignment.
 - Schools must check with Classified Personnel prior to re-assigning a current or returning employee in order to determine if the employee has satisfied all qualifications for employment.

APPROVED: _____ Date _____
Director, Interscholastic Athletics