

Student Activity Leader (SAL)/Volunteer Coach

On being offered an assignment, a SAL must:

1. Contact the **Department of Safety and Security** (301-475-4256, extension 34150) after the school has notified the department of the assignment, to arrange for background screening and the completion of SafeSchools training in Child Abuse/Sexual Harassment (CASH), Bloodborne Pathogens, Health Emergencies, Diversity Awareness, and Bullying Prevention.
2. Contact the Activities Director in order to receive a personalized **SAL identification badge** which indicates the completion of all required initial trainings.
3. Attend **pre-season Coaches' Meetings** and obtain a copy of the **St. Mary's County Interscholastic Athletics Coaches' Handbook**.
4. Complete an approved course in **First Aid, CPR, and AED** usage prior to the start of the same sports season next year and maintain current certification thereafter.
5. Complete an approved course in the **Care and Prevention of Athletic Injuries** within one year of appointment.
6. Complete the National Federation of High Schools' free online course entitled "**Concussion in Sports – What You Need to Know**," prior to the first season of hire and then repeat the course annually.
7. Complete the National Federation of High Schools' free online course entitled "**A Guide to Heat Acclimatization and Heat Illness Prevention**," annually.

Coaching Vacancies

To inquire about coaching opportunities, please contact the Activities Director at the high school.

Mr. Raymond Sapp, Chopticon High School
301-475-0215, extension 38135

Ms. Brenda Henley, CAA, Great Mills High School
301-863-4001, extension 18135

Mr. Randy Tira, Leonardtown High School
301-475-0200, extension 27135

Application Process

To be considered for a vacancy, applicants should submit a **letter of interest** to the Activities Director along with documentation to support their candidacy, e.g., resume, references, coaching certificates, etc. Following a screening of applications, applicants complete an **interview** if selected. (*SALs/Volunteers may not be required to participate in a formal interview.*)

The principal appoints the successful applicant to the position and a **contract** is created. The candidate accepts the assignment and associated responsibilities by accepting the agreement online. The principal validates the acceptance, also online.

The high school advises the Department of Human Resources and/or the Department of Safety and Security of the new hire's status.

The new hire must then complete any required paperwork, background checks, and training **PRIOR TO** starting his/her assignment.

Additional Resources

Maryland Public Secondary Schools Athletic Association

(www.mpssaa.org)

Maryland State Athletic Directors Association (www.msada-md.org)

National Federation of State High School Associations

(www.nfhs.org)

National Interscholastic Athletic Administrators Association
(www.niaaa.org)

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The St. Mary's County Public School System does not discriminate on the basis of race, color, sex, age, marital status, sexual orientation, national origin, religion or disability in matters affecting employment or in providing access to programs. For inquiries related to this policy, please contact: Assistant Superintendent of Fiscal Services and Human Resources, St. Mary's County Public Schools, P.O. Box 641, Leonardtown, MD 20650, (301) 475-5511, extension 32247.

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Coaching in St. Mary's County Public High Schools



**ST. MARY'S COUNTY PUBLIC SCHOOLS
DEPARTMENT OF TEACHING, LEARNING,
AND PROFESSIONAL DEVELOPMENT
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Andrew C. Roper, CAA, Ph.D.
Supervisor of Instruction for Physical Education,
Health Education, and Athletics
301-475-5511, extension 32122



"Work Hard and Be Nice"