

# INFORMATION ON HOW TO BECOME EMPLOYED AS A WALK ON COACH

1. Must be referred by the school site's Assistant Principal of Athletics or Site Administrator.
2. Site Administrator will provide the applicant the "Authorization to Begin the Hiring Process of a Coach" application.
3. Complete required certifications listed to the right.  
*\*Performing Arts and Band Coaches do not need CPR and First Aid Certificates, Concussion Training Certificate, Sudden Cardiac Arrest (SCA) Training Certificate, Heat Illness Training Certificate or Fundamentals of Coaching Training Certificate.*
4. Contact Leticia Romero ([lsromero@riversideunified.org](mailto:lsromero@riversideunified.org)) for additional employment paperwork, trainings and fingerprint information (Live Scan).

## COST RELATED TO BECOMING A WALK-ON COACH

ACTIVITY SUPERVISOR CLEARANCE CERTIFICATE	\$ 102.50 - PAYABLE TO COMMISSION ON TEACHER CREDENTIALING (PAID ONLINE)
FINGERPRINT ROLLING FEE DEPT. OF JUSTICE & FBI	\$ APX 114.00 – IF PRINTED AT DISTRICT OFFICE. FEE COULD BE HIGHER AT OTHER LOCATIONS.
PRE-EMPLOYMENT SCREENING	\$ 15.00 - PAYABLE TO THE DESIGNATED CLINIC BY RUSD (CASH ONLY)
FUNDAMENTALS OF COACHING CERTIFICATE	\$ 50.00 - PAYABLE TO NFHS (PAID ONLINE)
FIRST AID AND CPR CERTIFICATIONS (INFANT - ADULT)	\$ 45.00 - PAYABLE TO SPORTS CLINIC (CASH ONLY) <i>The district does not accept on-line CPR and First Aid certification.</i>
<b>TOTAL COST</b>	<b>\$ 326.50</b>

**RIVERSIDE UNIFIED SCHOOL DISTRICT- Nondiscrimination Statement.** The Riverside Unified School District is committed to ensuring equal, fair, and meaningful access to employment and education services. RUSD prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying in any employment practice, education program, or educational activity based on a person's actual or perceived ancestry, color, mental or physical disability, gender, gender identity, gender expression, immigration status, nationality, national origin, race or ethnicity, ethnic group identification, religion, sex, sexual orientation, age, marital status, pregnancy, parental status, or association with a person or a group with one or more of these actual or perceived characteristics or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all basis of discrimination will apply to both education services and employment. For questions or complaints, contact Equity Compliance Officer: Raúl Ayala, Director of Pupil Services, 5700 Arlington Avenue Riverside, CA 92504, (951) 352-1200 ex. 83030, [ravala@riversideunified.org](mailto:ravala@riversideunified.org) and/or David Marshall, Resolution Officer, 3380 14th Street Riverside, CA 92501, (951)788-7135 ex. 80426, [dmarshall@riversideunified.org](mailto:dmarshall@riversideunified.org), Title IX Coordinator: Bethany Scott, Coordinator of Title IX and Compliance, 3380 14th Street Riverside, CA 92501, (951)788-7135 ex. 80135, [bScott@riversideunified.org](mailto:bScott@riversideunified.org), Section 504 Coordinator: Gerardo Arenas, Administrator - Program Coordinator, Pupil Services, 5700 Arlington Ave. Riverside, CA, (951) 352-1200 ex. 83301, [garenas@riversideunified.org](mailto:garenas@riversideunified.org), Title II: Haley Calhoun, SELPA Director, 5700 Arlington Ave. Riverside, CA 92504, (951) 352-1200 ex. 83503, [hcalhoun@riversideunified.org](mailto:hcalhoun@riversideunified.org), and CCR Title 5: Mr. Timothy Walker, Deputy Superintendent, Pupil Services & SELPA, 5700 Arlington Ave Riverside, CA 92504, (951) 352-1200 ex. 83501, [walker@riversideunified.org](mailto:walker@riversideunified.org). Revised 03/20/2024

### REQUIRED CERTIFICATIONS

ACTIVITY SUPERVISOR CLEARANCE CERTIFICATE (ALL COACHES)

CPR AND FIRST AID CERTIFICATE\* (ATHLETIC)

CONCUSSION TRAINING CERTIFICATE\* (ATHLETIC)

SUDDEN CARDIAC ARREST TRAINING CERTIFICATE\* (ATHLETIC)

HEAT ILLNESS TRAINING CERTIFICATE\* (ATHLETIC)

FUNDAMENTALS OF COACHING CERTIFICATE\* (ATHLETIC)

AACCA SPIRIT SAFETY CERTIFICATE (CHEER COACHES ONLY)

**RESOURCES:**  
[HTTP://CIFSTATE.ORG](http://CIFSTATE.ORG)  
[HTTPS://WWW.CTC.CA.GOV](https://WWW.CTC.CA.GOV)  
[riversidemedicalclinic.com/events/](http://riversidemedicalclinic.com/events/)

**AS A WALK ON COACH YOU WILL NOT RECEIVE COMPENSATION WITHOUT RECEIVING CLEARANCE FROM THE PERSONNEL DEPARTMENT.**