

Athletics Checklist for Hiring Coaches

Please Note: If you cannot check off each item, you cannot Coach



Middle School Coaches Checklist

_____ 1. Apply for your coaching position on the DPS Job Board: Lawson-Employee (**ONLY IF YOU ARE NEW TO PREP LEAGUE COACHING IN DPS AND ARE AN HOURLY EMPLOYEE**)

- To apply for a Paid MS Coaching Position search job ID: **69219 (Middle School Coaching)**
- *If you are returning to the SAME EXACT position, you do not need to re-apply. **Move to step 3**
- *If you are changing between volunteer, assistant, , etc. you will need to re-apply

_____ 2. Once you have applied for the position email your Athletic Director:

HR will take over the hiring process from this point. Follow all directions and complete tasks in a timely manner. If you have any issues contact your HR rep or Athletic Director.

_____ 3. CPR/AED/First Aid certification **All Coaches every 2 years**: Save certificate to upload into Google Sport Specific Form at **Step 7**. See below for links and available class information. If you want to take a course on your own you are welcome to, remember: No online only classes, and the class must have a First Aid and AED component.

_____ 4. Concussion Course **All Coaches every year**: Access the Concussion in Sports online course via [NFHSLearn.com](https://www.nfhslearn.com); watch all videos and complete unit tests. Save certificate to upload into Google Sport Specific Form at **Step 7**.

_____ 5. DPS Coaching Approval Form **All Coaches every year**: [Coachapproval_ms.pdf](#)
Complete and have your Principal and Athletic Director sign, Save form to upload into Google Coaching Registration Form at **Step 7**.

_____ 6. Mandatory Reporter Training **All Coaches every year**: Paid Coaches & DPS Employees: There is no test, play all the way through until Congratulations Status: **PASSED**; DPS will have a status of your taking the course. [District Training and Professional Development tab](#). Non DPS Employees must complete the [State of Colorado Mandatory Reporter Training](#) and upload their certificate on the Google Coaching Registration form.

_____ 7. Upload all certificates listed above when submitting your Google Coaching Registration Form: **All items must be uploaded at the same time** (CPR/First Aid/AED Certification, DPS Coaching Approval Form, Concussion Certification, Mandatory Reporter Certificate if non-DPS employee).

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* If you have questions about any of these steps please contact Whitney Cave or Alexis Silvas in the Athletics office at 720-423-4242 or via email (whitney_cave@dpsk12.net; alexis_silvas@dpsk12.net)

CPR/First Aid/AED Classes- cannot be online courses.

[DPS All-City Stadium Classes](#)

[Front Range CPR Classes](#)

Activity Bus Training and Reservation Information:

[Multi-Functional School and Activity Bus Information](#)

Middle schools are able to reserve activity buses/vans through the DPS Transportation office. Another option to reserve an Activity Bus may be reaching out to the nearby DPS High School to reserve one of their vehicles. Each of our High Schools have at least one activity bus and/or van that may be available. For DPS Transportation, click on the link above and go to Multi-Functional School and Activity Bus (MFSAB) vehicle requests at the bottom of the page.

We encourage each Middle School AD and sport coaches to take the training for the activity bus/van. The testing portion is currently online and the drivers test would be in person. The drivers test may require a 3 hour window of time. To sign up for training and view the required documents for certification, please click on the link above.

Pay Scale (updated for 2024-2025):

Step	Middle Flag Football - Head	
Approx. Hours	75	Stipend
1	\$20.00	\$1,500
2	\$20.09	\$1,507
3	\$21.67	\$1,625
4	\$23.28	\$1,746
5	\$24.90	\$1,868
6	\$26.48	\$1,986