

Q&A

Becoming a Coach in Frederick County

Please review the following Q & A before beginning the application process.

Q: Who qualifies to coach?

A: Applicants must be 21 years or older. Applicants must also provide verification of completion of Care & Prevention class, and current verification of CPR/AED certification. Please attach all documentation to your application.

Q: What should I do first?

A: First, you should contact the school/Athletic Director ([Link to Athletic Directors](#)). Then you should complete an online application (all information can be found on this [Coach Hiring Information page](#)).

Q: I have completed the online application to coach in Frederick County Public Schools. What happens now?

A: First, Athletic Directors check to see if your application is complete. You must answer all the questions, including information on your education and work experience, and names and email addresses of your references and previous supervisors.

Q: Can I include a friend as a reference?

A: We ask that you include professional references.

Q: Can I send you paper copies or email attachments instead of uploading the documents and emails into my application online?

A: No, our application process is paperless. All application information must be uploaded so it is available to reviewers.

Q: I am having trouble scanning my transcripts and uploading them. What can I do?

A: Most public libraries have scanners. An office supply store can also do this for you. Sometimes, universities provide unofficial, online versions of transcripts at no cost. You may use these for your application. You may upload two types of files. All files must have an extension (.doc, for example). You may upload either:

1. an MS Word document (.doc, .docx or .rtf)
2. a scanned image (.pdf, .bmp, .gif, .jpg, .png or .tif)

In either case, if your document contains a scan, it MUST be black-and-white (1 bit). Color and grayscale scans are too large for the district to view. Most black-and-white documents are 100-200 Kb. The maximum allowable file size is 1,000 Kb (1 megabyte).

Q: What happens if I am not selected to become a coach?

A: If you are not selected when initially reviewed, your application will remain active and may be reviewed for future hire. You may inactivate your application if you no longer wish to be considered as a coach.

Q: Do I have to be fingerprinted?

A: Yes. All school based employees of FCPS must have a fingerprint report on file. If you are already an employee you do not need to be reprinted. The fee for fingerprints is \$15 for all non-FCPS employees and \$15 for volunteer coaches. If you have been fingerprinted by another Maryland child care facility within the last 12 months, you do not need to be reprinted, but you must supply the background check report to us and complete a 180 day form.

Q: When do sport seasons start in Frederick County?

A: The starting dates for the 2018-2019 school year are as follows:

Fall - Wednesday, August 8
Winter - Thursday, November 15
Spring - Friday, March 1

Thank you for your interest in becoming a coach. If you have questions, please contact Theresa Wisner at **301-696-6845** or via email at theresa.wisner@fcps.org .