

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Operations

Alberto M. Carvalho
Superintendent of
Schools



ATHLETIC ASSISTANT

PAID STATUS

EMPLOYMENT PROCESS

(This process does not apply to Volunteer Coaches)

The time spent as a Volunteer Coach is separate and apart from PAID status. A Volunteer Coach is not considered an employee of LAUSD. Therefore, under no circumstances will the Volunteer Coach be paid for time spent as a Volunteer Coach. The time spent as a Volunteer Coach will not be considered a Retroactive extension of a paid employee status. NO FULL-TIME classified assignment may be combined with Athletic Assistant.

Athletic Assistant Employment Process Document Flow:

1. The authorized school site athletic staff forwards the following document to the Interscholastic Athletic Department.
Freeze Exemption Form - All Classified Coaches need a Freeze Form per school year, **even with an active employee #.**
As of July 1st, 2024, the Employment of Athletic Assistant Form (EAA) – Stays with the SAA in the school’s file for payroll purposes. It should be signed by the school administrator and SAA before the RPA is created for new coaches only.
2. **Prof Expert (Substitute Teacher) or TCA (Retired Certificated Teachers)** need to contact Interscholastic Athletics at 213-241-5847 to begin processing. Coaches must be retired for more than 180 days.
3. Trenton Cornelius, Coordinator, Interscholastic Athletic Office, will forward the Freeze document to the Office of Andrés Chait, Chief of Operations.
4. Once approved by Andrés Chait, the Interscholastic Athletic Department will forward Freeze to Wendy Guzman (Personnel Commission) to obtain the freeze exemption tracking number.
5. **Once a Tracking number is generated, the SAA creates an RPA for new coaches only.** The freeze tracking number should be written on the RPA in the comments field under EMPLOYEE/ASSIGNMENT/FUNDING INFORMATION section. **The Tracking number will expire after 45 days.**

6. The SAA or Athletic Administrator will schedule the Athletic Assistant candidate for processing by contacting one of the following Classified Employment Offices:

Mid-Cities Employment Office	East Employment Office	Valley Employment Office
944 West 77 th St.	2114 Morrengo	6505 Zelzah Bldg # 6
323-753-3321	213-625-4147	818-654-1600

7. The Athletic Assistant Candidate must be sent to the processing appointment with the **REQUIRED DOCUMENTS:**

- a. Driver’s License or Government-issued photo identification card (ID or passport)
- b. Mantoux TB Test administered within 60 days of processing
- c. Social Security Card (must have the same name on social security card and driver’s license)
- d. Completed Request for personnel Action Form (RPA) with Tracking #
- e. Nepotism Form
- f. Must be at least 21 years of age.
- g. **Proof of First Aid/CPR and AED from American Red Cross or American Heart Association**

ALL DOCUMENTS SUBMITTED BY CANDIDATE MUST BE ORIGINALS (NO PHOTOCOPIES)

If the candidate fails to appear at the appointment with the required documents and identification, the candidate will not be processed. A new appointment will have to be scheduled.

**CANDIDATES CANNOT START PRIOR TO THE EFFECTIVE DATE
GIVEN BY CLASSIFIED EMPLOYMENT SERVICES**

Possession of an RPA or Employee Number DOES NOT constitute eligibility for a classified employment.

8. Five days after the coach has been fingerprinted, the school site contacts the LAUSD Athletic Department with the potential coaches’ Social Security number or ATI #. If the coach is cleared, The LAUSD Athletics Department will assist with obtaining an employee number. DO NOT CALL Classified Assignments.

Athletic Assistants Positions May BE Combined with:

Classifications	Classified Assignments Work Hours	Athletic Assistant
Educational/Instructional Aide	3 hours	Can receive .75 hours on a contract workday. Can receive 3.75 hours on a non-contract day.
Educational/Instructional Aide	6 hours	Can receive 2 hours on a contract workday. Can receive 3.75 hours on a non-contract day.

Classified employees with 3-hour assignments can only receive .75 hours

Full Time (7 and 8 hour) classified assignments may NOT be combined with an Athletic Assistant Coaching Position.