**Processing a Current Active Substitute Teacher to be an Athletic Coach (8271 Prof Expert) – July 2024**

1. **Request for Personnel Action (RPA) (HR form 9073)**:
	* The SAA or School Site completes the HR form 9073 (RPA). Ensure it includes the Job Class 29208271 (unclassified prof expert) and the hourly rate $22.52. The Position Control Number will be created by Fiscal and Central Budgets once submitted.
2. **Complete a TCA 3167 Prof Expert Application**: Ensure it is signed by the employee, fiscal, and admin.
3. Submit both completed documents to Interscholastic Athletic Departtment.

This needs to be done for each coach per school year who is also an LAUSD Substitute to be able to get paid.

Once all forms are received by Certificated HR, they will process an additional Employee Number in order to enter either their hourly time rate or lump sum stipend.

**Note**: Please see REF-1802.21 Time Reporting for Lump Sum Payment of Differentials and or Compensation for Athletic Coaches information sheet.

**Processing a Credentialed Retired Teacher to be an Athletic Coach (0620 Prof Expert) – January 2025**

1. **Wait 180 days after Retirement**: If recently retired within the last 6 months.
2. **Create Onboarding Profile**: For new or inactive retirees, use the link below to create their onboarding profile in Success Factors (LAUSD Employment system). This will allow the new applicant to submit both fingerprints and medical TB for clearances.

[https://career41.sapsf.com/sfcareer/jobreqcareerpvt?jobId=3560&company=losangel01&st=15F5AE2CEDC5A36CDAE968951B9715D1F3401F0B](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcareer41.sapsf.com%2Fsfcareer%2Fjobreqcareerpvt%3FjobId%3D3560%26company%3Dlosangel01%26st%3D15F5AE2CEDC5A36CDAE968951B9715D1F3401F0B&data=05%7C02%7Candres.equihua%40lausd.net%7C390ca52f9c8e4e62fc1208dd46d3c9a9%7C042a40a1b1284ac48648016ffa121487%7C0%7C0%7C638744597609409390%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=tOIgbQI4FAxCyUW27it8SKYNJf7CW%2FH%2BtRNI%2BNzZH5s%3D&reserved=0)

1. **Submit Documents**: Have the Athletic Director send the following documents to the Athletic Department with the Employee #:
	1. **Request for Personnel Action (RPA) (HR form 9073)**:
		* The SAA or School Site should complete the HR form 9073, which is the Request for Personnel Action. Ensure it includes a Position Control Number (PCN) with Job Class 19100620 (certificated prof. expert) and the hourly rate $22.52.
	2. **Complete a TCA 3167 Prof Expert Application Form**: Ensure it is signed by the employee, fiscal, and admin.
	3. **Onboarding Packet**: If new, they will need to complete the entire prof expert onboarding packet to create their assignment once cleared for fingerprints and medical TB.
	4. Submit all completed documents to La Shanda Younger (lashanda.younger@lausd.net) or call 213-241-5847.

This needs to be done for each coach once per school year.

**Note**: Please see REF-1802.21 Time Reporting for Lump Sum Payment of Differentials and or Compensation for Athletic Coaches information sheet.