

## ***Processing a Substitute Teacher to be an Athletic Coach***

***(Prof Expert) - July 2024***

1. Complete a Freeze Form. - Write on top Substitute and Employee #
2. Request for Personnel Action (RPA) (HR form 9073) by the SAA or School Site
  - a. Complete the **HR form 9073**, which is the Request for Personnel Action. Ensure that it includes a **Position Control Number (PCN)** with **Job Class 29208271** and the hourly rate \$22.52
3. A completed **TCA 3167 Prof expert Application** (sign by employee, fiscal and Admin)

Submit all three documents completed to the Interscholastic Athletic Department.

This needs to be done for each coach per school year, who is also a LAUSD Substitute in order to be paid for coaching.