



Cary High School New Coach Hiring Process

Congratulations on being selected to coach at Cary High School. We have over 600 athletes who compete every year in 25 sports on 39 teams. We are excited to have you on our athletic coaching staff to help make a difference in the lives of our young men and women. Below is a list of things that must be completed **BEFORE** you are allowed to coach and work with our student-athletes. If you have any questions about this process, please email or call me anytime.

Thanks,
Mike Dunphy
Athletic Director
Cary High School
mdunphy@wcpss.net
919-656-2523

PAID Coach

1. Application for Employment for Wake County Public School System

- a. Go to <http://www.wcpss.net/wcpss>
- b. Click on CAREERS
- c. Click on APPLY NO TO WORK AT WCPSS
- d. Scroll to the bottom of the page. In the box EXTERNAL APPLICANTS click on START AN APPLICATION FOR EMPLOYMENT

External Applicants



- New applicants
- Current or former WCPSS substitute teachers
- Former WCPSS employees, regardless of length of separation

Copies of transcripts already contained in the personnel or substitute files can be uploaded by request at transcript-upload@wcpss.net.

[Start an application for employment](#)

[Use passcodes sent to me](#)

[Log in](#) ►

- e. Follow the instructions as outlined.
- f. Apply for the posted position at Cary High School.
- g. When instructed to complete your HEALTH FORM, please return it to the Athletic Director's Office. Once in hand, you are cleared to coach.

Once the recommendation and PAF are reviewed and approved, the candidate's information will be submitted for the Criminal Records Check (CRC). Depending on the states where the applicant is from, this part of the process may take from 3-10 days.

Once the CRC is approved, the applicant will receive notification to complete a Health Certificate. It will be sent via AppliTrack communication/email.

Once the applicant returns the completed health form to the Athletic Director, the HR administrator will contact the principal and school secretary to approve the applicant to coach.

No one is to be working with students in any capacity until they have been approved by HR (volunteer or paid). State law prohibits anyone working with students unless a completed health form is on file with HR.

If for some reason the CRC is **not** approved, a representative from Employee Relations will send the applicant a rejection letter explaining why they are not approved to coach and the HR administrator will contact the principal.

2. Prior to working with students, the Athletic Director must verify that you have met the necessary requirements outlined below:

A. Coaching Education

- i. [NFHS Fundamentals of Coaching \(click link\)](#) (all coaches prior to first contest); Cost: \$35; Time to Complete: 6-8 hours
- ii. [NFHS Concussion in Sports \(click link\)](#) (all coaches prior to first practice); Cost: FREE; Time to Complete: 30 minutes
- iii. [NFHS Blocking, Tackling and Equipment Fitting \(click link\)](#) (required for football coaches prior to first practice); Cost: FREE; Time to Complete: 30 minutes
- iv. [NFHS Heat Illness Prevention \(click link\)](#) (required for football coaches prior to first practice, recommended for all coaches of outdoor sports); Cost: FREE; Time to Complete: 30 minutes
- v. [CPR & AED Certified](#) (Accredited agency such as American Red Cross, American Heart Association, etc.) Submit a copy of your registration card to the Athletic Director.

B. Gfeller-Waller & Emergency Action Plan (EAP)

- i. Complete the [Gfeller-Waller Concussion Form \(click link\)](#) and return it to the Athletic Director's Office

C. Cary High School Coaching Pledge

- i. Complete the [Coaches Pledge \(click link\)](#) and return it to the Athletic Director's Office