

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of School 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.

Freeze Forms and Tracking Numbers are no longer needed as of MARCH 6, 2025

Athletic Assistant Employment Process Document Flow:

1. The authorized school site athletic staff hires an Athletic Assistant and skip to # 4, unless they are a Prof Expert Sub or Prof Expert TCA. Tracking numbers are no longer needed to process athletic assistants. The SAA at the school site will need to complete an RPA.
Returning Athletic Assistant only need to be fingerprinted if they are new to your school or if their employee number is inactive in the school's payroll system.
2. **Prof Expert (Substitute Teacher)** – Complete and submit the HR Form 9073 (RPA) and TCA 3167 Prof Expert Application to Interscholastic Athletics.
3. **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.
4. Submit a Request for Personnel Action (RPA) form to your Assignment Technician.
5. 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
944 West 77th St.
323-753-3321

East Employment Office
2114 Marengo
213-625-4147

Valley Employment Office
6505 Zelzah Bldg. 6
818-654-1600

South Employment Office
1208 Magnolia Ave – Room 28
Gardena, CA 90247
310-965-7925

6. The Athletic Assistant Candidate must be sent to the processing appointment with the **REQUIRED DOCUMENTS**:
- Driver’s License or Government-issued photo identification card (ID or passport)
 - Mantoux TB Test administered within 60 days of processing
 - Social Security Card (must have the same name on social security card and driver’s license)
 - Completed Request for personnel Action Form (RPA)
 - Nepotism Form
 - Must be at least 21 years of age.
 - Proof of First Aid/CPR and AED from American Red Cross or American Heart Association**
 - First Aid/CPR and AED from the American Red Cross or American Heart Association **must be done in-person or a hybrid course with an in-person test**– LAUSD does not accept any CPR/First Aid courses 100% online because participants need to have hands-on CPR training with a manikin & lung bag.

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 classified employment.

7. Five days after the coach has been fingerprinted, the school site contacts their region Classified Technician with the potential coaches’ last four digits of their Social Security number or ATI number and date of birth. If the coach is cleared, The Classified Technician 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
Community Rep, School Supervision Aide, Campus Aide, Instructional Aide (ed Aide or resource aide) and Teacher Assistant.	3 hours	Can receive .75 hours on a contract workday. Can receive 3.75 hours on a non-contract day.
Community Rep, School Supervision Aide, Campus Aide, Instructional Aide (ed Aide or resource aide) and Teacher Assistant.	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.