

EL PASO INDEPENDENT SCHOOL DISTRICT

ATHLETIC CO-OP APPLICATION PROCESS

CO-OP Applicants Information Sheet:

1. Access EPISD website, go to the athletic department page. Once there, on the right hand side under *Important Information* click the link *Forms*. Once on the *Forms* page access the CO-OP Interest Form, print and fill out. Have the Interest form ready when you call the Athletic Office to set up your initial meeting.

To apply, applicant must:

- Full-time college/university student (12 hrs. undergraduate level/6 hrs. graduate level)
 - Accumulated 18 credit hours towards a degree
 - 2.5 cumulative GPA required and maintained while participating in the Athletic CO-OP program
 - Graduated high school 1 year prior to application
2. Make an appointment to visit with Mr. Miranda, Mr. David Cervantes and bring with you the following documents to the appointment:
 - a. A copy of an Official College Transcript (unofficial)
 - b. A copy of your current class schedule verifying your enrollment as a full-time student.
 3. After the initial meeting you will be ready to be interviewed at the campus level. You will be given a list of middle school's that have current athletic coaching vacancies and the contact at each school. You will need to set up an appointment with the school(s) of your choice.
 4. In order to be hired a campus must recommend you for employment to our office. Upon a recommendation from the campus you will need to return to the Athletic Office to complete the necessary paperwork required by the Human Resource Department. Upon completing the paperwork you will be directed to the Human Resources Dept. to submit your application. Please make sure you bring with you the following:
 - a. TX photo ID
 - b. Social Security Card
 5. Human Resources will inform you how to set up an appointment to complete the following:
 - a. Fingerprinting
 - b. Background Check
 - c. New Employee is scheduled for processing as a new EPISD employee
 - d. Receive an authorization form – Clearance to be on campus
 6. Once cleared by the Human Resource Department, the following UIL Requirements must be met before you are allowed to coach:
 - a. UIL Coaches Certification Program (CCP)
 - b. AED/CPR/First Aid Certification
 - c. Concussion Management Training
 - d. Professional Acknowledgement of Rules
 - e. NFHS Fundamentals of Coaching

VISION STATEMENT

Education will become our community's highest priority and EPISD graduates will be its most productive contributing members.