

# Coudersport Area School District

## LETTER OF INTENT - Supplemental Position

At the conclusion of each school year, individuals hired for supplemental positions that are listed in the Collective Bargaining Agreement (CBA) have an opportunity to apply for the same supplemental position for the following school year. To do so, please use this form. You may also use this form if you are a current CASD employee and wish to “newly” apply for a Supplemental position for the upcoming school year. You may attach any additional information if you choose to do so.

This form is to be completed, signed, and returned to the Administrative Assistant to the Superintendent as soon as possible but no later than Feb 28 annually. **SELECT ONE.**

\_\_\_\_\_ I **would like** to be considered for re-approval for the supplemental position indicated below for the \_\_\_\_\_ school year.

\_\_\_\_\_ I **would like** to newly be considered for approval for the supplemental position indicated below for the \_\_\_\_\_ school year.

\_\_\_\_\_ I am **not interested** in returning to the supplemental position indicated below for the \_\_\_\_\_ school year.

\_\_\_\_\_  
**Name of Supplemental Position**  
(Choir/Department Chair/NHS/etc.)

\_\_\_\_\_  
**Applicant’s Name – Please Print**

\_\_\_\_\_  
**Applicant’s Signature**

\_\_\_\_\_  
**Date**

### For Office Use Only:

The process to fill annual Supplementals as listed in the CBA, Event Workers, and Volunteer Coaching positions is:

1. The “internal posting” of supplemental positions occurs annually in January.
2. Letters of Intent are due to the administrative assistant to the superintendent by the end of February where a Google doc tracking progress for each individual applicant is shared between the superintendent’s office, business office, principal’s office and athletic director’s office. For all athletic positions, the Letter of Intent must be approved by the Athletic Director prior to entering in the google doc. (Only the administrative assistant to the superintendent and the business manager can “edit” the google doc.)
3. It is the responsibility of the head coach to select, approve, and process assistants and volunteers for their sport.
4. It is not necessary that full-time Coudersport Area School District Employees be approved by the Board as Event Workers, nor is submission of a Letter of Intent necessary.
5. If public advertisement for a Supplemental Position is necessary due to a lack of applicants or is requested by the Board, “permission to advertise” needs obtained in March from the Board.
6. The Board reviews the prepared list of individuals recommended for hire or to volunteer by administration and the Board is informed of all others who may have applied in April.
7. The athletic director need to assure that a Letter of Intent and the three current clearances have been submitted to the superintendent’s office so that the recommendation for hire or to volunteer can be processed at the Board level.
8. Supplemental employees and event workers need to submit to the administrative assistant to the superintendent prior to the start of employment: a pre-employment physical (including TB test), proof of current Child Abuse Reporting and Recognition online training (3 hours every 5 years), Act 24 (Arrest/Conviction Report and Certification Form), Act 168 (Sexual Misconduct/Abuse Disclosure Release), and an Employee School Board Policy Acknowledgement Form. Proof of additional training requirements for coaches in accordance with PIAA regulations is maintained by the Athletic Director.
9. Volunteer coaches need to submit to the administrative assistant to the superintendent prior to the start of service: proof of TB test (through UPMC Cole at school district expense), proof of Child Abuse Reporting and Recognition training, and an Acknowledgement of School Policies for Volunteers Form.
10. When a position is vacated following approval, “internal posting” occurs immediately and if necessary “permission to advertise” is requested at the next Board meeting.

This form is maintained in the personnel file.

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