



**APPLICATION  
PROCEDURE:**

It is the responsibility of the applicant to fully review both the job bulletin AND the associated Edjoin online posting for pertinent information.

Communication regarding your application and/or status will be sent to the e-mail address listed on your application. Applicants should be diligent in checking their e-mail and spam mail throughout the process.

A Coach/advisor shall not begin rendering any services in either a paid or non-paid District position, (coach, advisor, other support work, etc.), nor have any contact with any students nor participate as an advisor or coach in any meetings, practices, workouts, or contests until coach/advisor has been completely cleared to do so and informed of such clearance by Human Resources.

Interested DISTRICT EMPLOYEES & OUTSIDE APPLICANTS referred to apply are required to submit a complete Edjoin application and attach the following documents. These documents are REQUIRED and must be attached to your online Edjoin application. An incomplete application, or omitting one or more of these attachments may result in your application being removed from consideration:

- Current Resume
- Valid NFHS Concussion in Sports Training Certificate
- Valid NFHS Heat Illness Prevention Training Certificate
- Valid NFHS Sudden Cardiac Arrest Training Certificate
- Valid First Aid/CPR Certification approved by the American Red Cross or American Heart Association. On-line training courses are not accepted
- If you are a returning High School coach, valid NFHS Fundamentals of Coaching is required.
- California Mandated Reporter Training Certificate of Completion; obtained at [www.mandatedreporterca.com](http://www.mandatedreporterca.com)

**LAST DATE TO APPLY:**

Open until filled

*The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked without notice. **Employment is contingent upon fingerprint clearance from the Department of Justice. Fingerprints will be taken at the time the position is accepted. There is a fee of \$63.00 for fingerprinting. Payment is due at the time of service in the form of a money order, cashier's check or cash – PERSONAL CHECKS NOT ACCEPTED.***

**Non-Discrimination Policy**

The Pomona Unified School District does not discriminate based on actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, mental or physical disability, nationality, national origin, race, ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity.

If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the school site principal and/or Assistant Superintendent, Human Resources (CCR Title 5 and Title IX Officer), Silvia San Martin, at 909-397-4800, ext. 23800 or [Silvia.SanMartin@pusd.org](mailto:Silvia.SanMartin@pusd.org). A copy of PUSD's Uniform Complaint Policy and PUSD's Non-Discrimination Policy are available upon request.

**Mandated Reporter**

Selected candidate must have a Mandated Reporter Training Certificate of Completion, which can be obtained on [www.mandatedreporterca.com](http://www.mandatedreporterca.com)