



Canutillo Independent School District

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MEMORANDUM

TO: Personnel/Policy/Instruction/Student Services Committee Members
FROM: Martha Carrasco, Executive Director HR *Martha Carrasco*
DATE: November 5, 2013
RE: Athletic CO-OP Program

At the October 9, 2013, HR Personnel Committee Meeting Scott Books the District's Director for Athletics brought forth a recommendation to initiate the District's first CO-OP Athletic Program for the District's Middle Schools, only. The CO-OP program would recruit college students expressing an interest in coaching for the purpose of filling the District's vacant coaching positions at the Middle Schools.

The interns will have to apply online and will be required to complete the District's hiring process.

Additional items required from interns:

Requirements/Qualifications

- Must be full time college student currently enrolled in an accredited university
- Current Class schedule
- Interest in coaching athletics
- Official Transcript showing progress
- UIL Rules Compliance Program (RCP) compliance
- Concussion management training
- Maximum 19 hours per week

Please feel free to contact my office should you have any questions regarding this matter.