

Glassboro High School

Home of the Bulldogs

550 Joseph Bowe Blvd., Glassboro NJ 08028

856-652-2700 • GPSD.US

Thank you for your interest in coaching for the Glassboro Public Schools.
To become an adjunct coach, you must complete and submit the following forms.

Fingerprinting

In order to work in the District, you must have a Criminal History Review conducted by the NJ Department of Education. **If you have never had your fingerprints scanned with the Department of Education, you will need to schedule an appointment.** If you have had your fingerprints scanned previously, you simply need to archive your prints online with our District (district code 1730). Please visit **Criminal History Review** to get started, it takes at least two weeks to process. Once on the site, go to:

- File authorization and make electronic payment > **Select New Administration Fee Request** for first time or **Archive Application Request** if you have had your prints previously scanned > enter SS# > select the first option
- Once on the application page, please choose “**Athletic Personnel**” as the job category and choose our district (code 1730) in the school info section, we are located in Gloucester County (code 15).
 - *Note – There will be a filing fee of \$11. This fee includes a \$10.00 Criminal History Review Processing fee, plus a \$1.00 service provider fee*

Substitute Teaching Certification

Note, if you do not currently hold a CE, CEAS or Standard Teaching Certificate, you must apply for your Substitute Teaching Certificate in order to be an Athletic Coach. (See below for further information)

1. Apply here: Create an account on NJEdcert <https://njedcert.force.com/manage/s/login/SelfRegister>
 1. Apply for "60-credit Substitute teacher"
2. Get "Official" Transcripts sent directly by your college / university to certapplication@doe.nj.gov
3. After approx. 1 week of getting your fingerprints done --check here: <https://homerom5.doe.nj.us/chrs18/?app-emp-history>
 1. If it looks like the attached document shows the correct information, save it as a PDF and upload it to your NJEdcert portal.

Mantoux Test

A Mantoux intradermal tuberculin test is also required for all newly hired employees. A Mantoux tuberculin test can be obtained free of charge from the Gloucester County Health Department. For more information, please contact the Health Department at 856-216-4419.

Should you have any questions regarding the documents above, please contact Deneen Molloy, Human Resources Generalist at dmolloy@gpsd.us.