



Ames High School Athletic Department

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*** Please note that coaches will not be allowed to begin working with our student-athletes until you have been cleared by the Human Resources Department.**

Step 1: Complete all required paperwork with Human Resources. All paperwork is completed on Frontline Central.

Frontline Central

- Frontline - <https://app.frontlineeducation.com> - streamlines the district's onboarding process and form submission, reduces paper use, and provides a resource for staff information.
- An email invitation will come from Frontline Education to create a Frontline Central account. You choose your username and password.
- Forms to complete are found under the "My Forms" tab.
- **Coaches new to Ames CSD are issued a contract/appointment letter through Frontline Central.**
- Forms and information can be found at any time under "My Forms" > "Forms I Can Start" such as License Upload form, Voluntary Resignation form, Payroll and ESS Information document, and the district calendar.

Here is the list of forms that will need to be completed in Frontline Central.

- Employee Information Form
- I-9 (set up meeting with Shaday Grove for verification of I-9 documentation)
- Federal W-4
- State W-4
- Direct Deposit
- Mandatory Reporter Training
- AEA Seclusion and Restraint Training
- Confidentiality, Rights, and Responsibilities Policy
- Digital Resources Acceptable Use Policy
- Anti-Bullying/Harassment Policy
- Substance-Free Workplace Policy
- Child Abuse Policy
- Worker's Comp Athletic Form
- Coaching Authorization Upload
- Emergency Contact Instructions

- Questions or problems: Contact Sharday Grove for onboarding issues at sharday.grove@ames.k12.ia.us or 515-268-6610. Contact Mary Lyn Sailor for contracts/appointment letters or other forms or information at mary.sailor@ames.k12.ia.us or 515-268-6613.

Step 2: Set up with Lyle Fedders or Casey Prange a date and time to get keys and badge from district facilities building at 1216 S. Bell Ave.

Step 3: Activate your district email. Instructions will be emailed to the email you applied with. The instructions will be emailed within a couple days of being approved by the board. The first time logging in must be done from a computer, not a phone. Questions or problems: Contact Christina Woods at christina.woods@ames.k12.ia.us or 515-268-6635.

Step 4: Set up access to Employee Self Service (ESS).

- The Employee Self Service (ESS) - <https://www.vista-iowa.com/ess?dist=0225> - gives access to personal payroll/tax information and is used to update personal information such as home address or phone number.
- An email will be sent from noreply@vista-iowa.com granting access to the ESS when your first paycheck is deposited. Username: legal first.last name (*i.e. jonathan.smith - all lowercase*). Password: last 4 digits of your social security number and your 4-digit birth year (*i.e. 12341987*). You may change your password when you first log in.
- **Contracts/appointment letters for returning coaches are issued through the ESS.** An email will be sent from noreply@vista-iowa.com alerting you. The contract will be visible after logging in. (Log out and back in if it is your first time logging into the ESS.)
- Pay is deposited the last business day of the month unless a coach is actively teaching in the district. **Pay will not be deposited until your contract/appointment letter is signed.**
- More information regarding the ESS, such as how to set up electronic W-2s, can be found on the *Payroll Dates & ESS Instructions* document sent in your Frontline onboarding packet or on Frontline Central under My Forms > Forms I Can Start.
- Questions or problems: Contact Jessica Grundmeier for payment, tax, or ESS issues at jessica.grundmeier@ames.k12.ia.us or 515-268-6642. Contact Mary Sailor for contract/appointment letter issues at mary.sailor@ames.k12.ia.us or 515-268-6613.

Step 6: Meeting with the AD

- a. Head coach responsibilities and duties (cover job description and evaluation process)
- b. Discuss challenges and opportunities with program
- c. Communication
 - i. Social Media
 - ii. Communication strategy (ParentSquare, Bound, GroupMe, Band, etc)
 - iii. Budget/Account management
 1. Student Activity Fund Handbook

2. Fundraising- Fundraising Approval Form
- iv. Facility and Equipment management and maintenance
- v. IHSAA/IGHSAU/Ames CSD Rules and Policies
 1. Ames Activities Handbook
 2. Ames Community School District Good Conduct Policy
 3. Conference By-Laws and Policies
 4. Ames Emergency Action Plan
 5. Department of Education and IHSAA Basics
 6. Online Schedules
 7. Little Cyclone Google Classroom
 8. Complete NFHS course [Concussion In Sports](#) on a yearly basis.

Step 7: Complete Required Coursework

- a. AEA required trainings
 - i. Mandatory Reporter- Adult and Child
 - ii. [Resources](#)
- b. NFHS Learn
 - i. [Concussion in Sports](#)
- c. CPR Training
 - i. [Resource](#)

Step 8: Sign Coach Acknowledgement Form

- a. Coach Acknowledgement Form

Step 9: Start preparing for the season



