

August 2011

Dear Substitute Teacher:

Individuals interested in becoming a substitute teacher must submit the following documentation:

1. **Original copy of Teaching Certificate OR original transcript of 90 credit hours consolidated at a four-year regionally accredited college or university.**
2. **Provide a Driver's License and Social Security card for us to copy.**
3. **Criminal Background Check Release of Information form. If you have been convicted of ANYTHING, you must provide copies to our office and possibly the State of Michigan/Dept. of Education.**
4. **If you have NOT been fingerprinted you will be required to contact your local Sheriff's Department for completion of this requirement. The cost is approximately \$65.00. (Forms enclosed)**
5. **Unprofessional Conduct Check form. (Complete Employer Info)**
6. **Complete a Payroll Packet (i-9, W-2's, etc.)**

After furnishing the Superintendent's Office with this information, I will contact our district sub-caller, Sharon Palacios to approve you to work in our district. Sharon will then contact you. If you need to reach Sharon we have a designated telephone line with an answering machine set up in her home. The telephone number is **(269) 749-9084**.

RETURNING SUBSTITUTE TEACHERS

You will be asked to complete the following:

- **2011 Substitute Teacher Application**
- **Complete Criminal Background Release of Information** (Criminal Background Reports will only be accepted if less than one year old, unless you have had continuous employment with Olivet Community Schools since being fingerprinted.)
- **Confirm whether you have a Valid Teaching Certificate or Teacher Permit**

Questions may be directed to **Teresa Montague**, Administrative Assistant in the Superintendent's Office at **269-749-9129**.

Substitute Teacher Payroll Information

1. Substitute Teacher Pay: **\$75 per full day** and **\$45 per 1/2 day**
2. If a substitute teacher does not receive a planning period during a **full day** of teaching, they will receive an additional \$15 for that day.
3. If a substitute teacher has a long-term assignment in the same position (10 to 59 **school** days) and are responsible for planning lessons and grading papers, they will receive \$100/day at minimum beginning on the **10th day**.
4. If a substitute teacher is in a very long-term assignment in the same position (60 **school** day minimum) and are responsible for planning lessons and grading papers they will receive the daily rate for a BA Step 1 teacher, starting on the **60th day**.
5. In long-term assignments as above, a substitute teacher is in the same position with responsibility for grading and planning for over 30 days, they will earn one sick day for every 30 days in that position.