

Substitute Teacher Employment Process for 2012-2013

(Please Read the Entire Document)

Human Resources will review your application. If you meet the minimum criteria and are selected for an interview you will be contacted.

To meet the minimum criteria you must:

- Successfully complete an on-line Substitute Teaching Training program at <http://www.stedi.org/subs/training/STEDICourse.aspx>,
- Possess a valid State of Kansas Teaching License (standard or emergency), and
- Complete a district on-line application at www.kckps.org/employment

On-line Training Program

The training program is located at www.stedi.org and has a cost of approximately \$39.95 which is paid by the applicant. Upon successful completion of the course you will receive a certificate of completion that should be attached to your application.

This essential 8-10 hour online training course for current and prospective substitute teachers contains over 50 videos, 95 downloads, 75 examples, and 85 strategies! The SubSkills course provides the most in-depth training for substitute teachers and includes the following:

- SubOrientation™ Online Substitute Teacher Orientation - A 25 minute online orientation video for new substitute teachers and KCKPS specific district information.
- SubSkills™ Online Substitute Teacher Training Course - covers the following topics:
 - Classroom Management
 - Teaching Strategies
 - The Professional Substitute Teacher
 - Special Education
 - Fill-In Activities (over 70 activities to download!)
- SubAssessment™ - online assessment to determine your understanding of the skills presented in the SubSkills Online Substitute Teacher Training Course. A desirable score is 85% or better.
- SubDiploma™ - printable certificate in PDF format (requires Adobe Reader).

****Note: completion of the course does not guarantee employment but will provide you with enhanced professional credentials**

Licensure Procedure from the Kansas State Department of Education (KSDE)

If you do not have a teaching license and have at least 60 hours of college credit with a 2.5 or higher grade point average (gpa) you may apply for an Emergency Substitute License at www.KSDE.org. The cost for the license is currently \$42.00. In addition, if this is your first emergency teaching certificate, then you must also complete a fingerprint process. There is a \$50 charge and this process can take 4 weeks to 8 weeks to clear, so do this step as soon as possible. Fingerprint cards can be ordered at the KSDE website. You will not receive your certificate until KSDE has received the results of your fingerprints, official transcripts, application and license application fee.

You will need a certified copy of your college transcript reflecting a minimum of 60 college credit hours to send to KSDE when applying for your Emergency Substitute teaching license.

Certification Fingerprint Requirements

All applicants for initial Kansas certification and any applicant whose certificate has expired will be required to submit a fingerprint card for a criminal history records check. Fingerprint cards will be submitted to the Kansas Bureau of Investigation (KBI) and the Federal Bureau of Investigation (FBI) for clearance. Fingerprint cards need to be submitted in the manner described on the fingerprint card instructions. A certificate will not be issued by KSDE until a criminal history records check clearance is confirmed. Applicants are required to submit a check or money order payable to Kansas State Department of Education (KSDE) in the amount of \$50.00 for the background check submitted with the fingerprint card.

If an application for a teaching certificate is submitted six months after a background check clearance is received, a new set of fingerprints and payment for a new clearance will be required. Special fingerprint cards and pre-addressed envelopes are available at: www.ksde.org. Once on the webpage choose educator licensure on the left.

Fingerprinting may be done at a law enforcement agency in any state or at:

Kansas City, Kansas Police Department
Central Patrol
700 Minnesota Ave
Kansas City, KS 66101
(913) 573-6170

Due to the high volume of applications with the Kansas City, Kansas Public School District, we are unable to respond to all inquiries. If you meet all of the minimum criteria, and are selected for an interview, you will be contacted. The employment process for substitutes often takes up to two months.