

SUBSTITUTE INFORMATION

FINGERPRINT PROCESS

Effective July 1, 2010, Oklahoma schools districts are now mandated by law to require fingerprint background checks for new TPS employees.

Fingerprinting must be done as a requirement of your employment with Tulsa Public Schools and to complete your new hire process. After you have attended the Substitute workshop and your background is complete, an appointment will be scheduled for your fingerprinting to be done at the TPS Education Service Center.

The fee of \$58 for the fingerprinting process is the responsibility of the new hire candidate. Payment should be in the form of check or money order and brought to the ESC at the time of your appointment. Cash is not accepted.

Continued employment is contingent on receiving a clean FBI fingerprint report.

SUBSTITUTE TEACHER WORKSHOPS & PAY RATES

Workshops are scheduled to help you become familiar with Tulsa Public Schools. It is mandatory that Substitute Teachers attend a workshop before they are placed in the classroom.

The workshops are held at the:

**Fulton Teaching and Learning Academy
8906 E 34th Street
Tulsa, OK 74135
(918) 925-1100**

Participants will be provided research-based strategies to develop skills in the following areas:

Standard District Curriculum & Special Education Issues
Effective Classroom Management & Teaching Strategies
Legal & Safety Issues, as well as Professionalism & Ethics in Education
Short-term activities, Five-minute fillers, & Early-finisher activities

Employment Application is to be turned in at Fulton Workshop

Included with your application must be a copy of your Social Security card* AND one ID from one of the following lists:

1. State issued driver's license - or U.S. Military card - or school ID with photograph - or ID card issued by federal, state or local government agencies - or voter's registration card - or Native American tribal document, among others.
2. United States Passport - or permanent resident card or Form I-551 – or employment authorization document that contains a photograph (Form I-766), among others.

****For payroll purposes one form of ID must be your social security card.***

Proof of your EDUCATIONAL BACKGROUND:

1. A photocopy of your official college transcript, or your original degree diploma, or student copy of a transcript showing at least 48 credit hours, or your High School Diploma or GED equivalent.
2. If Oklahoma Certified, a copy of your valid Oklahoma Teaching Certificate must be in your Substitute Teacher file.

Your application will not be processed if all pertinent information is not provided.

All documents must be unexpired.

Rate of Pay

Skill Level A Classification. Certified substitutes holding a current Oklahoma teaching certificate can work an unlimited amount of days at a pay rate of \$75.00 per day. The rate of pay for certified substitutes filling a long-term position (more than 10 days of continuous coverage for a single teacher) has been modified for the upcoming school year. If you have been contacted by a site to do a long-term position, the substitute office must be notified so the pay rate will be adjusted to \$90.00 per day for the long-term assignment.

Skill Level B Classification. Substitutes holding a Bachelor or Masters degree will be allowed to work up to 100 days per school year at a rate of \$65.00. Limit of 20 days per classroom per single assignment.

Skill Level C Classification. Substitutes with an Associate's degree or 48+ college hours will be placed on the third order of calling priority and will receive the rate of pay of \$65.00 per day. They will be allowed to work a maximum of 90 days per school year with no more than 20 days per classroom per single assignment.

Skill Level D Classification. Substitutes with only a high school diploma or less than 48 hours of college will be called two hours prior to start of a job and will be paid at a \$60.00 per day rate. These substitutes will be allowed to work a maximum of 90 days per school year with no more than 20 days per classroom per single assignment.

403(b) Tax Sheltered Annuities

Tulsa Public Schools offers tax-deferred retirement savings programs to all employees, regardless of number of hours worked (temporary employees included), who are able to contribute at least \$200 annually through salary reduction.

If you are interested in participating, please contact Patty Stuckey at 746-6351 in the Benefits Office for information and options.

"457 Plan" Alternative to Social Security

Tulsa Public Schools is participating in a plan for all substitute teachers, and employees in part-time and temporary positions to participate in an exciting alternative to paying Social Security taxes. Employees will contribute the money normally set aside for Social Security to a portable savings plan that is tax-deferred and available to you when you leave employment with Tulsa Public Schools.

Please contact the Benefits Office at 746-6351 for information.

"Equal Opportunity Employer"

TULSA PUBLIC SCHOOLS STATEMENT OF NONDISCRIMINATION

"Tulsa Public Schools is an equal opportunity organization and does not discriminate in its educational and employment policies and programs on the basis of race, color, religion, gender, age, national origin, veteran status, or disability.