

SEARCH

## Inspire Young People by Becoming a Substitute Teacher

Do you want to directly impact kids' lives? Encourage their hopes and dreams? Help them become more prepared for success in college, the workforce and life? Then, take this chance to join the ranks of substitute teachers.

Substitute teaching offers many benefits, including:

- A flexible work schedule
- Competitive pay
- The opportunity to positively influence students
- Job-embedded training for future teachers
- A chance to express your creativity
- The opportunity to teach a variety of subjects

You may want to turn this classroom experience into a career. Substitute teaching can be a part-time job or full-time profession.

### Oklahoma-Certified Substitutes are in Demand!

If you hold an Oklahoma teaching certificate, start your career as a top-shelf substitute teacher and earn a higher pay rate.

Contact the Oklahoma State Department of Education for information about Oklahoma teaching certificates or license applications:

Oklahoma State Department of Education  
 2500 N. Lincoln Blvd.  
 Oklahoma City, Oklahoma 73105  
 (405) 521-3337  
[Oklahoma State Department of Education Website](#)

### Get Started on the Path to Substitute Teaching

To be considered for a substitute teaching position, please take the following steps:

1. Complete the mandatory substitute online training
2. Provide a photocopy of your high school diploma or GED equivalent, college transcript or teaching certificate (if Oklahoma-certified)
3. Pass a background check

Contact Substitute Teaching Office  
918-746-6343

Join Thousands of  
Exceptional Minds  
Teaching at  
Tulsa Public Schools

**APPLY NOW**

REFER a Friend

Contact Us

Substitute Teaching

Selection Process

READ Our Brochure

New Employee Information

Thank you so much for your interest in substitute teaching at Tulsa Public Schools. Our children benefit greatly from caring, dedicated substitutes.

**[APPLY FOR A SUBSTITUTE TEACHING POSITION.](#)**

We look forward to having you as a member of the TPS team. Following review of your application, you will receive a username, password, and detailed instructions for logging in to the Edivate online training system.

## Substitute Training

During the substitute online training, you will receive research-based strategies to develop skills in the following areas:

- Effective classroom management
- Differentiating instruction
- Equity and diverse learning

### Who must participate in online training?

- All substitute teachers (certified or non-certified) new to TPS
- All former TPS substitute teachers who have not participated in a workshop
- All former TPS employees who have not served as a substitute or full-time teacher

Please note: Former TPS full-time teachers who have taught within the last 10 years are not required to participate.

### Location

Charles C. Mason Education Service Center  
 3029 S. New Haven Ave.  
 Tulsa OK 74114  
 918-746-6800



**ONLINE TRAINING IS REQUIRED.**

Upon completion of your [online application](#), you will see instructions on how to proceed to the online training modules and receive information on completing the required TPS paperwork after your training.

View [detailed log in instructions for the Edivate online training system](#). Please do not attempt to log in to the system until you have received your username and password via email.

Documents necessary to complete your application:

(These documents will be brought to your scheduled paperwork onboarding session after you complete the online training modules)

1. A copy of your Social Security card (We must have this for payroll purposes)
2. One ID from the following list:
  - o State-issued driver's license
  - o U.S. military card
  - o School ID with photograph
  - o ID issued by federal, state or local government agencies
  - o Voter registration card
  - o Native American tribal document
  - o United States passport
  - o Permanent resident card
  - o Form I-551
  - o Employment authorization document that contains a photograph (form I-766)
3. Proof of your educational background (one of the following):
  - o A copy of your official college transcript
  - o A copy of your original degree diploma
  - o A copy of a transcript showing at least 48 credit hours
  - o A copy of your high school diploma or GED equivalent
  - o If Oklahoma-certified, please bring a copy of your valid Oklahoma teaching certificate

Please note: We cannot process your application if you do not provide all pertinent information.

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## Fingerprinting Process

Effective July 1, 2010, Oklahoma schools districts are mandated by law to require fingerprint background checks for new employees. After you have participated in the online training modules and your background is complete, we will schedule an appointment for your fingerprinting at the Charles C. Mason Education Service Center.

**The required \$59 fingerprinting processing fee is the responsibility of the substitute teaching candidate.**

You must provide a check or money order at the time of fingerprinting.

Employment is contingent on receiving a clean FBI fingerprint report.

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## Rate of Pay and Benefits

**Skill Level A Classification.** Certified substitutes who hold a current Oklahoma teaching certificate may work an unlimited amount of days at the pay rate of \$75 per day. Certified substitutes filling a long-term position (more than 10 days of continuous coverage for a single teacher) receive \$90 per day.

**Skill Level B Classification.** Substitutes holding a bachelor or master's degree may work up to 100 days per school year at the pay rate of \$65 per day.

**Skill Level C Classification.** Substitutes with an associate's degree or 48+ college hours may work up to 90 days per school year at the pay rate of \$65 per day.

**Skill Level D Classification.** Substitutes with a high school diploma (or equivalent) or less than 48 college hours may work up to 90 days per school year at the pay rate of \$60 per day.

### 403(b) Tax Sheltered Annuities

TPS offers tax-deferred retirement savings programs to all employees—regardless of the 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 (918) 746-6351 in the Benefits Office for information and options.

### "457 Plan" Alternative to Social Security

TPS offers an alternative social security tax plan to all substitute teachers and employees in part-time and temporary positions. Employees may contribute the money normally set aside for social security to a portable savings plan that is tax-deferred and available when you leave employment with TPS.

Contact the Benefits Office for more information:

Charles C. Mason Education Service Center  
3rd Floor Talent Management (Benefits Office)



3027 S. New Haven Ave.  
Tulsa, Oklahoma 74135  
918-746-6351

You are at the Official Website of: **Tulsa Public Schools**

**TPS Non-Discrimination Statement**

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## CONTACT TPS

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Aesop  
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## CONTACT

**Education Service Center**  
3027 S. New Haven Ave.  
Tulsa, OK 74114  
918-746-6800  
Hours: M-F, 8 a.m. - 4:30 p.m.

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