

Substitute Office

Substitute Teachers

2011-2012 Procedures for Becoming a Substitute Teacher

1. Complete an online USD 259 **Substitute Teachers' Application** at the [Online Application](#), click on "Employment" and then "Start an Application for Employment". As you complete the on-line application it will also direct you to the Gallup website to take the Teacher Insight. This is a requirement for USD 259 Substitute Teachers. Please make sure your application is successfully submitted before exiting.
2. Submit a **Certification of Health**, consisting of a **TB test** and **light physical** that must be performed by a Physician, Physician Assistant (PA), Advanced Registered Nurse Practitioner (ARNP) and cannot be more than a year old. [Click here](#) for Certificate of Health form. Please submit to Wichita Public Schools, 201 N. Water, ATTN: Sub Office, Wichita KS 67202.
3. **Transcript Copy:** Please provide a copy of your transcript for our file by uploading them to your on-line application or by submitting to the address in Item 2. **(This is in addition to the official transcript sent to the State for licensure.)**
4. Submit a copy of your **Kansas Teaching license** by either uploading to your on-line application or to the address in Item 2.
5. If you do not have a "Kansas" teaching license and have at least 60 hours of college credit you may apply for an **Emergency Substitute License** at www.KSDE.org. **The cost for the license is \$42.00.** You are also required to send in official transcripts with your license application. In addition, if this is your first emergency teaching license, you must also complete a **fingerprint process. There is a \$50.00 charge, and this process can take 4 to 8 weeks to clear, so do this step as soon as possible.** Fingerprint cards can be ordered at the KSDE website or picked up at 201 N. Water. You will not receive your license until KSDE has received the results of your fingerprints and has received your license application with transcripts. **(Two copies of your license will be mailed to you; please do not forget to submit the Employers copy to the Sub Office.)**

Please note that the process to obtain your license is lengthy!

6. **Approval:** Once your application is submitted and the Sub Office has received your TB, Physical, Transcripts and License, you will be invited to attend an Orientation. You will be hired as a Substitute Teacher on the second day of Orientation and will be required to provide your Drivers License and Social Security Card.

Substitute Teacher Orientation: All Emergency licensed applicants must attend a two-day unpaid Orientation. Kansas Standard Licensed Applicants are only required to attend the second day of the two-day Orientation. **Once you meet all requirements to be employed as a substitute teacher, you will receive an email from the Sub Office "to the email address on your application" inviting you to attend the Orientation.**

If you have further questions, please contact the Substitute Teachers Office at (316) 973-4593 - option #2.

Certification Fingerprint Requirements

All applicants for their first license or for an expired Kansas certification have to be fingerprinted 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 in the enclosed fingerprint card instructions.

A certificate will not be issued by KSDE or a teaching contract by the Wichita Public Schools until a criminal history records check clearance is confirmed. Applicants If an application for a 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 any university, Wichita Public Schools Human Resources Office, or the Kansas State Department of Education, Topeka, Kansas. If you have any questions or concerns, please do not hesitate to contact Emily Faught at (316) 973-4619 or the substitute office at (316) 973-4593.

The places listed below are Wichita locations:

Wichita Police Training Bureau

2235 W. 37th Street North
660-3824

Fingerprinting is done every weekday afternoon, 1:00pm - 3:00pm. **Please call first.** Applicants must bring drivers license and fingerprint cards. There is a **\$20 processing fee**, cash or money order. **NO PERSONAL CHECKS.**

Sedgwick County Sheriff Department

Adult Detention Center
3803 E. Harry, Suite 119
660-3939

Fingerprinting is done on Tuesdays & Thursdays from 9:00am until 4:00pm. Also open on the first and third Saturday of each month from 9:00am to 1:00pm. Applicants must bring drivers license and fingerprint card. There is a **\$20 processing fee**. Applicants should be aware this is a grim, high-security facility. It is not a place you can drop in and out of casually. The jail cannot handle large numbers of applicants.

Wichita State University Police Department

1845 Fairmount
978-3450

Fingerprinting available Monday thru Friday. Call on the day you wish to be fingerprinted and arrange an appointment with one of the detectives. Applicant must bring drivers license and fingerprint cards. There is a **\$20 processing fee**, cash only.

Send completed fingerprint cards to the Kansas State Department of Education using the envelope provided. KSDE will forward the fingerprint cards to the appropriate agencies for state and national background checks. Your Kansas teaching certificate will be issued once results of those background checks confirm no criminal history. Receipt of your teaching certificate in the mail indicates that the background checks were successfully completed. Should there be any problem, such as unreadable fingerprints, the Kansas State Department of Education will contact you. Otherwise, please be patient; these background checks may take a few weeks to complete. Thank you.

Substitute Teacher **Pay Procedures**

1. You will be paid a salary based on the following daily rate for the first ten (10) days of an assignment:

| | |
|--------------------------|-----------------|
| Bachelor's Degree | \$99.00 |
| Master's Degree | \$102.00 |

2. The daily rate for which you prove entitlement on or before September 15 shall be your daily rate for the remainder of the year. On the eleventh (11th) consecutive day of the same assignment, your daily rate will be increased to \$139.00 per day for a Bachelor's Degree and to \$147.00 for a Master's Degree.
3. After eleven (11) days on the same assignment, you may be absent for a limited period of time for serious and urgent individual or family problems, the adoption of a child, emergency situations, personal illness, or legal demands which cannot be attended to at any time other than during the school day. No payment will be made for the day(s) absent from the assignment. In order to maintain long-term status, the principal must send a written request to the Payroll Department requesting that your salary remain at the highest rate for which you qualify, provided you return to the same assignment held prior to the absence.
4. Substitute teachers will be paid the long-term rate of pay if the substitute teacher is hired in a vacant position at the beginning of the school year and continues in that position for at least one semester.
5. The minimum daily rate you may be paid will be the amount scheduled for Bachelor's Degree substitute teachers.
6. Any assignment shall be considered as at least a half day and shall be paid accordingly.
7. Substitute Teacher anticipated payroll periods/pay dates will be as follows:

| PAY PERIOD BEGIN | PAY PERIOD END | PAY DATE |
|-------------------------|-----------------------|-----------------|
| 8/9/11 | 8/31/11 | 9/20/11 |
| 9/1/11 | 9/30/11 | 10/20/11 |
| 10/3/11 | 10/31/11 | 11/20/11 |
| 11/1/11 | 11/30/11 | 12/20/11 |
| 12/1/11 | 12/22/11 | 1/20/12 |
| 1/3/12 | 1/31/12 | 2/20/12 |
| 2/1/12 | 2/29/12 | 3/20/12 |
| 3/1/12 | 3/30/12 | 4/20/12 |
| 4/2/12 | 4/30/12 | 5/20/12 |
| 5/1/12 | 5/24/12 | 6/20/12 |

8. You will receive a check on the 20th of each month covering days worked in the previous month. For example, whatever days you work in September you will be paid for them on October 20th. You are paid only for days or half days actually worked. There is no sick leave allowance or supplemental pay for substitutes. We encourage you to take advantage of the direct deposit method for receiving your compensation whereby checks will be directly deposited to your bank on payday. If you do not choose direct deposit, your check will be mailed to your home address. If the 20th falls on a weekend, you will be paid the Friday before.
9. Please monitor your payroll check carefully. Any errors made on your payroll check shall be corrected no later than the payday of the following pay period; however, significant errors will be corrected immediately upon the return of the check in error. Any change in your daily rate of pay, as a substitute teacher shall be explained to you.