



**Philomath School District 17J**  
**1620 Applegate Street, Philomath OR 97370 ~ (541) 929-3169**

## **General Information for Substitutes 2020-21**

Welcome to the Philomath School District. We hope the following information will answer basic questions you may have about substituting in our District.

### **Registering**

Substitutes must complete an Application in the online TalentEd system. When the application is accepted, the District Office will send new hire paperwork to be completed, including: Disclosure Release, I-9 Employment Eligibility, W-4 and Payroll Direct Deposit form. Classified substitutes will be given information about scheduling an appointment with *Fieldprint* to have their fingerprints taken, initiating the Criminal History Background Clearance.

Substitutes must also complete the online courses: **Child Abuse: Mandatory Reporting; Sexual Conduct: Staff-to-Student (OR); and Student Drug & Alcohol Abuse** through the SafeSchools website. The completion certificates must be on file before you will be activated on the sub roster. Substitute Teachers must also provide a copy of their current licensure from Teacher Standards and Practices Commission (TSPC).

**The paperwork listed above must be returned to the District Office in person with proper identification as indicated on the I-9 Employment Eligibility form.**

### **Scheduling**

At this time, the Administrative Assistant from each building will call to schedule any substitutes. They will call ahead of time if a staff member has a planned absence. For unplanned or emergency absences, the Admin Assistant begins calling between 5:30 and 6:30 a.m. If you do not want any early a.m. calls, please let the District Office know so this may be noted on the substitute roster.

<b>Grades</b>	<b>School</b>	<b>Admin Assistant</b>	<b>Building Address</b>	<b>Telephone</b>
KG-1	Clemens Primary School	Kelly Davis	535 S. 19 <sup>th</sup> Street, Philomath	541-929-2082
2-5	Philomath Elementary	Laura Schunn	239 S. 16 <sup>th</sup> Street, Philomath	541-929-3253
K-4	Blodgett Elementary	Laura Schunn	35177 Tum Tum Road, Blodgett	541-453-4101
6-8	Philomath Middle School	Molly Crocker	2021 Chapel Drive, Philomath	541-929-3167
9-12	Philomath High School	Dawnelle Davis	2054 Applegate Street, Philomath	541-929-3211

### **Arrival**

The Administrative Assistant will notify you what time to arrive for work. Please check in at the front office so they know you're on site. Pick up an I.D. badge to wear during the day. Licensed substitutes will sign in and verify hours to be worked. Classified substitutes will sign a time card for hours worked.

### **Payroll**

#### **Licensed Substitutes (Teachers)**

Pay ½ day	\$ 94.66
Pay full day	\$ 189.32
Over 10 days	\$ 202.19

#### **Classified Subs**

Hourly rate varies depending on the job you're substituting for. Pay range is from \$12.23 - \$18.28 per hour.

Pay periods run from the 16<sup>th</sup> of one month through the 15<sup>th</sup> of the next. Payroll is the last business day of the month. Direct deposit is highly encouraged. A direct deposit pay receipt is sent to your email address or mailed to your home showing your direct deposit on pay day.

W-2's for tax purposes are mailed by January 31 of each year for the previous year's wages. If your address has changed during the year, please check your December pay stub (or the last stub you received prior to December) to verify where your W-2 will be mailed to.

We appreciate having you register to substitute in Philomath. If you have any other questions, call our office at (541) 929-3169 for more information.

**Please note:**

To remain active on the Philomath School District **LICENSED or CLASSIFIED** substitute roster, along with the general registration information, you must also complete the following online courses – *each year*

- *Child Abuse: Mandatory Reporting*
- *Sexual Conduct: Staff-to-Student (OR)*
- *Student Drug & Alcohol Abuse*

If you have not already established an account, please contact the Philomath School District and provide your email address to be granted access to the site. The courses can be found at:

- **<https://philomath.or.safeschools.com>**
- enter your personal email address that you provided to the Philomath School District
- log in
- log in again (if your name is displayed correctly)
- click on each course
- complete the presentations

You will have the option to print out a "Certification of Completion" for the course (recommended).

If you have completed this course for another school district, bring a copy of your certificate as proof of completion.