



# Detroit Lakes Public Schools

702 Lake Avenue, Detroit Lakes, MN 56501

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To: Substitute Applicants  
 From: Debbie Janzen, Multi-Program District Assistant  
 Re: Substitute Application Process

Thank you for your interest in substituting at Detroit Lakes Public Schools. All of the following information is required prior to being added to the substitute list:

1. **Employment application on-line** form at [www.dlschools.net](http://www.dlschools.net). Select "Employment" link, then select "Apply on online." Assistance in completing on-line application is available at the school District Office.
2. **Information at the bottom of this page.**
3. **Attached payroll forms**

Our district utilizes Frontline Absence Management, an automated service which uses both telephone and internet to automate the process of substitute placement. Once your application materials have been approved, you will be added to our substitute teacher list and contacted with Frontline Absence Management access information. If questions, please contact Debbie Janzen at 218-847-9271 or via email: [djanzen@detlakes.k12.mn.us](mailto:djanzen@detlakes.k12.mn.us)).

### Substitute Application Information

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ (This number will be used to reach you. **Only one** number may be listed.)

Email: \_\_\_\_\_ (This email will be used to reach you. **Only one** email may be listed.)

Please indicate "√" by desired areas to substitute:

- Licensed Classroom Teacher:** A current MN teaching license is necessary. List license info below:  
 MN Teaching File Folder # \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- Administrative Assistant:** Provide office and administrative support.
- Bus Driver:** Transport passengers in a manner ensuring safety and that complies with Federal & State laws and School District policies. Must secure or possess a valid MN CDL license with school bus, air brake and passenger endorsements and pass annual driver certification requirements.
- Custodian:** Responsible for cleaning, polishing, vacuuming, sweeping, mopping building facility and equipment.
- Food Service:** Server or Dishwasher - responsible for serving & displaying food in serving line, collecting tickets, cleaning tables, calculating lunch count, operating dishwasher.
- Latch Key Child Care:** Supervise children in school age child care program.

### Educational Assistants in following areas:

- Health:** Assist licensed school nurse in administering medications, first aid, and assisting students with health needs.
- Media:** Assist finding material, check-in/out books, Organize info, read and instruct students how to find materials.
- Noon Duty:** Supervise playground during lunch recess, report injuries and behavior issues to principal if necessary.
- Paraprofessional, General Education:** As directed by teacher, assist in instruction and supervision of student(s).
- Paraprofessional, Special Education:** As directed by teacher, assist in instruction & supervise students with special needs in educational programs that support goals on Individual Education Plan (IEP).