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1235 Monte Elma Rd
Elma, WA 98541
P(360) 482-2822 F(360) 482-1800

Interested in becoming an Elma School District Substitute Teacher & Para educator?

1. **Must be 19 years old and older**
2. **Submit Resume to the building principal requesting a meet-and-greet**
3. **Indicate grade levels or buildings you are interested in substitute teaching and/or substitute Para educator in your resume objective. (Elementary, Middle School, High School, E. Grays Harbor High)**
4. ***Become an OSPI certificated substitute teacher "' the process can take up to 8 weeks!**
5. **Responsibilities include:**
   a. **Facilitating teacher lessons and engaging students in their learning**
   b. **Maintain a safe classroom**
   c. **Follow building protocols and policy**
6. **Substitute Teacher Rate of Pay: $165 per day/$82.50 half day**
7. **Hours: 8:00 AM - 3:00 PM**
8. **Substitute Para educator Rate of Pay: $23.90**

Who to contact:

- Elementary School:
  - Principal: Greg Scroggins (gscroggins@eagles.edu)
  - Assistant Principal: Heather Moore (hmoore@eagles.edu)
  - Secretary: Rebecca Sackrider (rsackrider@eagles.edu)
- Middle School:
  - Principal: Paul Gaskins (pgaskins@eagles.edu)
  - Assistant Principal: Cori Bullus (cbullus@eagles.edu)
  - Secretary: Cathy Ferrier (cferrier@eagles.edu)
- High School:
  - Principal: Tatia Holme (tholme@eagles.edu)
  - Assistant Principal: Landon Maggs (lmaggs@eagles.edu)
  - Secretary: Nicole Skeem (nskeem@eagles.edu)
- EGHHS:
  - CTE Director: Christi Kershaw (ckershaw@eagles.edu)
  - Secretary: Lovena Warren (lwarren@eagles.edu)

The Elma School District is an Equal Opportunity Employer. *Students, families and other stakeholders are notified the district does not discriminate based on sex, race, creed, religion, color, age, national origin, sexual orientation, gender expression or identity, veteran or military status, disability, or the use of a trained dog guide or service animal in any programs or activities, and provides equal access to the Boy Scouts and other designated youth groups.*

Designated to handle inquiries about nondiscrimination policies are:
504 Section Coordinator, Kathleen Gallagher, kgallagher@eagles.edu
Title IX Officer, Christopher R. Nesmith cnesmith@eagles.edu

Steps to Become a Substitute

1. **Fingerprinting** (this needs to be done ASAP and is the longest part of the process)

Please see Susie Arnold to pick up the Fingerprint card for Elma Police in Elma

Select the option that works best for you:

<table>
<tr><th>ESD 113 in Tumwater</th><th></th><th colspan="2">Elma PD in Elma</th></tr>
<tr><td rowspan="2">Register with the ESD for a time slot.
https://www.esd113.org/district-support/hr/fingerprinting/

*Appointments are often 2-6 weeks out

*Address: 6005 Tyee Dr. SW, Tumwater next to Costco

*No walk-ins allowed.

*Must have state-issued ID

*Cost: $84.00

*Must pay with Debit/Credit only

*ESD will submit to OSPI</td><td rowspan="2">OR</td><td colspan="2">Call and make an appointment with Dusty or Angela at 360.482.3131

<u>Office hours:</u> Mon-Fri; 8AM-Noon/1 PM-4PM

*Appointments can be same day or within the week

*Address: 124 N 3rd St., Elma

*Bring folder or large envelop to protect card

*Must have state-issued ID

*Cost: $10.00

*Must have exact Cash or Check Only

*You must submit to OSPI for an additional $50.00 with a check or money order

<u>NEXT STEP:</u>

Mail or take fingerprint card to OSPI</td></tr>
<tr><td><u>Mail To:</u>

OSPI

Attn: Fiscal Office

PO Box 47200

Olympia, WA 98504-7200

Cost: $50.00 (check)</td><td><u>Deliver to OSPI</u>

7AM to 4 PM at:

600 Washington St. SE, Olympia

Call: 360.725.6000

Cost: $50.00 (check)</td></tr>
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For Substitute Teaching Only!

OSPI Electronic Steps to create an ESD account Emergency Substitute for Elma

2. Create EDS Account & Request Emergency Substitute Teach for Elma

(This is the electronic system for OSPI certifications)

You are registering to become an "Emergency Substitute Teacher"
You will need a credit card to pay $63 at the end of this process. The process may take 24 hours.

Steps for Emergency Certification:

1. Go to **Education Data System (EDS) Sign in**
2. Select the **Create an Account Tab**
3. Complete the **Required Login Information**
4. Once account is created, there are 3 tabs: **Home, My Application, Profile**
5. Click **Profile** and **Add Role**
6. Provide Role Information:
    - **E-Certification**
    - **Educator**
    - **Capital region: ESD 113**
7. The E-Certification option can take up to 30 minutes to appear under **My Applications**
8. Go to **Home** and Select:
    - **View my applications**
    - **E-Certification**
9. You will need to contact Elma School District HR, Susie Arnold at 360.482.2822, ext. 5113. Request "**Apply for Your District Request**." Provide only your last four digits of SS# and last name
10. The Elma School District will submit a request for an Emergency Substitute. This may take 5 minutes or 24 hours.
11. Return to your EDS account HOME button. In **RED** will be "**Apply for your District Request Here"**
12. Click the "**Apply for Your District Request Here**" bar
13. Under **ACTION** click **BEGIN.** It will take you through a series of questions (19 steps)
14. Click "**Click Here to Make Payment**"