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

Elma School District

Substitute Teacher & Paraeducator Process

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 paraeducator in your resume objective. (Elementary School, Middle School, High School, East Grays Harbor High School)
4. Responsibilities include:
    a. Facilitating teacher lessons and engaging students in their learning
    b. Maintain a safe classroom
    c. Follow building protocols and policy
5. Substitute Teacher Rate of Pay: $165 per day/$82.50 half day
    a. Hours: 8:00 AM - 3:00 PM
6. Substitute Paraeducator Rate of Pay: $23.90/hour
    a. Hours vary

Who to contact:

- Elementary School:
    - Principal: Greg Scroggins (gscroggins@eagles.edu)
    - Assistant Principal: Heather Moore (hmoore@eagles.edu)
    - Secretary: Becky Sackrider (rsackrider@eagles.edu)
- Middle School:
    - Principal: Paul Gaskins (pgaskins@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: John Heley (jheley@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, Dr. Christopher R. Nesmith, cnesmith@eagles.edu

1. **Start with Fingerprinting**
   This needs to be done ASAP and is the longest part of the process.
   Select the option that works best for you:

ESD 113 and school districts fingerprint new hires to keep students safe and meet Washington state requirements. State law requires background checks for anyone who works closely with children without supervision (RCW 28A.400.303). These fingerprint checks help protect children and give families confidence in their schools. The process searches for criminal records through both Washington State Patrol and FBI databases.

ESD 113 in Tumwater		**Elma PD in Elma**	
Live Scan Digital Fingerprinting Appointments are required and available Monday through Thursday from 7:30 am to 4:30 pm. https://www.esd113.org/district-service/fingerprinting • 6005 Tyee Dr SW, Tumwater, WA 98512 (*next to Costco*) • Must have state-issued ID • **Cost: $84.00** *pay during online registration* • **ESD** will submit to OSPI • To check on your background results, call the Office of Superintendent of Public Instruction at 360-725-6135.	**OR**	Traditional Ink Method Call to make an appointment with Dusty or Angela. 360-482-3131 • 316 W. Young Street, Elma, WA 98541 • Bring folder or large envelop to protect card • Must have state-issued ID • **Cost: $10.00** *exact cash or check only* • **Submit to OSPI** *with a check or money order for* **$50.00**	
		Mail To OSPI Attn: Fiscal Office PO Box 47200 Olympia, WA 98504-7200	Deliver to OSPI 600 Washington St. SE, Olympia, WA 98504 M – F; 7:30 a – 4:00 p

2. **Complete the Application Packet** – Call, email, or stop by the District Office to pick one up.
   - Open Monday through Friday between 7:30 am – 4:00 pm
     - Call 360-482-2822 ext. 5113 or
     - Email hr@eagles.edu
     - Stop in at 1235 Monte Elma Road, Elma, WA 98541
3. **Meet with Human Resources Officer** – Complete onboarding paperwork; provide ID and Social Security card; voided check or bank printout to set up direct deposit, etc.
4. **For Substitute Teaching Only** – *not needed for paraeducators* – Register to become an "Emergency Substitute Teacher". Log into the OSPI E-Certification website (Conditional Teacher Certificate - In-State) to complete your application and pay the required fees.