

TRI-COUNTY SCHOOL CORPORATION

105 N 2ND STREET
Wolcott, IN 47995
(219) 279-2418

The Tri-County School Corporation would be pleased to add you to our substitute teacher list. Please answer the following questions and complete the application. Once completed, please return the information to the Tri-County corporation office as soon as possible. Thank you.

- I am available to substitute teach at the school(s) checked below:

  - ☐ Tri-County Jr/Sr. High School
  - ☐ Tri-County Primary Elementary School (Remington)
  - ☐ Tri-County Intermediate Elementary School (Wolcott)

- Please furnish us with the following **checked** items.

  - ☐ Valid Regular or Substitute Teacher License
  - ☐ Criminal Check
  - ☐ Copy of your Teacher Retirement Membership Card or TRF (If applicable)

- Application

A substitute teacher will accumulate service credit in the same fashion as a full time teacher does. To receive one (1) year of service credit in the Teacher Retirement Fund, a member, under contract or not, must serve:

(1) At least 120 days in a school year; or
(2) At least 60 days in each of two school years.

Contributions made by or in behalf of a substitute who does not teach a sufficient number of days to accumulate service credit may remain in that teacher's TRF annuity fund to earn interest as prescribed by law and may be withdrawn at any time after they cease teaching. The funds may be annuitized if the teacher, at some later time, has sufficient credit to retire.

If you have any questions, please call the Tri-County corporation office, (219) 279-2418.

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APPLICATION FOR SUBSTITUTE TEACHING

Date_____

Name_____ Telephone_____

Address_____
City State Zip

Birth Date (For Criminal History Check) _____ Social Security Number (Optional)_____

Position interested in at Tri-County_____

_____

When are you available? _____

EDUCATION

High School_____

Other_____

EXPERIENCE

List your last two places of employment:

Employer	Dates	Duties

REFERENCES

Please list three references who know of your experience and work:

Name	Title	Address	Telephone

_____
Signature of Applicant

AUTHORIZATION AND RELEASE

I authorize the School District to check my employment history, including without limitation, reference checks, and to seek the release of investigatory information, including a "limited criminal history", possessed by any private or public employer or any local, state or federal agency. I authorize these private or public employees or local, state or federal agencies to provide the School District any information they may release concerning the matters described herein, and I will cooperate to the extent necessary to obtain the release of this information.

I EXPRESSLY WAIVE IN CONNECTION WITH ANY REQUEST FOR, OR PROVISION OF SUCH INFORMATION, ANY CLAIMS OR CAUSES OF ACTION, INCLUDING WITHOUT LIMITATION, DEFAMATION, INFLICTION OF EMOTIONAL DISTRESS, INVASION OF PRIVACY, OR INTERFERENCE WITH CONTRACTUAL RELATIONS THAT I MIGHT OTHERWISE HAVE AGAINST THE SCHOOL DISTRICT, ITS OFFICIALS, EMPLOYEES, TRUSTEES OR AGENTS, OR AGAINST ANY PROVIDER OF SUCH INFORMATION.

I HAVE READ THIS AUTHORIZATION AND RELEASE OF ALL CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET OUT HEREIN.

_____ _____

Signature Date

_____

Please print your name

TRI-COUNTY SCHOOL CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER

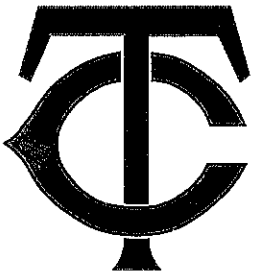
Regarding the Criminal Background Check, the link is now on our website. Please follow the instructions below. **Please do this ASAP**! If you have any questions, feel free to give me a call.

The process will cost you approximately $30.85 (Base Price) for Non-Certified (Support Staff) employees and approximately $34.80 (Base Price) for Certified employees, with additional charges if you lived in other states. This covers the background check, mandatory Department of Child Services checks for both Non-Certified (Support Staff) and Certified employees and teaching license verifications for Certified employees. Once you do it for us, the report will come back to me, and I will make copies of the report, if you need a copy.

1. Go to www.trico.k12.in.us
2. Go to "ABOUT" near the top of the page, and click on it.
3. Then select "EMPLOYMENT".
4. Scroll down and click "Start a background check at Safe Hiring Solutions". This will take to you the web site for Safe Hiring Solutions.
5. Once there, just follow the instructions given.

****PLEASE NOTE: YOU WILL RECEIVE A SEPARATE EMAIL or two FROM THE INDIANA DEPARTMENT OF CHILD SERVICES WITHIN A FEW DAYS TO COMPLETE THE REQUIRED INDIANA DCS FORM ONLINE. THE EMAIL WILL COME FROM KidTraks@dcs.in.gov. One will provide a user name and the other will provide a password for you to use.**

Please do not use a tablet or a phone because it will not work, please use a laptop or a computer only!!



SUBSTITUTE TEACHER SUCCESS GUIDE

The following substitute teacher guidelines provide expectations, guidance, and tips to aid in your success while serving in Tri-County Schools.

- In all duties as a substitute teacher for Tri-County Schools consider the above pledge to our students
- Update your employee information when changes occur at the Corporation office, 219-279-2418; ex., changes in name, address, phone number, etc.
- Honor your job acceptances and report for work on your designated day. Last minute cancellations leave the classes without coverage.
- Arrive early enough to review lessons, routines, and prepare for the day, a minimum of 15 minutes prior to the start of the assignment is expected.
- Upon arrival at the school, sign in with the secretary. Make sure to sign in on the Teacher Leave Sheet as this is how we determine your pay.
- At the end of the day, sign out, return any keys you may have needed for the day, and leave a report for the absent teacher.
- Expect the unexpected and be flexible. The school may change your assignment upon arrival.
- An important aspect of becoming an effective substitute teacher is how you present yourself to students, staff, and the community. Dress professionally and appropriately for the assignment. Jeans, T-shirts, and other casual clothing are not considered professional or appropriate attire for the classroom setting.
- Do not use your cell phone, read the newspaper, or surf the internet during class or supervision time.
- Do not discuss the students or any information obtained or observed with other people, especially out of school. If you feel you need to discuss a concern, you can speak with the school's administrator. Do not post any information obtained on social media.
  CONFIDENTIALLY IS ESSENTIAL.

THROUGHOUT THE DAY

- Follow the teacher's lesson plan as closely as possible and complete a substitute teacher report for each class. Collect materials and student work as directed and assign homework as specified in the lesson plan. Provide feedback to the teacher about the activities of the day.
- Circulate in the classroom and monitor the students to keep them on task.
- Perform duties as requested by the teacher or school's administrator during planning period.
- Maintain a professional attitude at all times, have a positive attitude about the school, the students, and your teaching assignment.
- Refer any unresolved problems with students to the appropriate administrator immediately. At no time should abusive language be used or punishment administered to a student.
- Be responsible for the safety of the students. Do not leave students unattended. Automatically refer students to the nurse for all cuts, injuries, administration of medication or other health related issues

OTHER TEACHER DUTIES

- Report promptly for lunch duty, bus duty, or other special assignments that appear on the teacher's schedule. You are taking on all the roles and responsibility of that teacher.
- Be alert and attentive to what all students are doing.
- Remain standing and move about the area you are supervising.
- Intervene before allowing a situation to get out of control and don't hesitate to ask for help from another teacher.
- Never leave students unsupervised.
- Your active presence is usually enough to discourage inappropriate behavior.

CLASSROOM MANAGEMENT TIPS

- Become familiar with the lesson plans for the day before the students enter the room.
- Greet students at the door.
- Begin instruction/activities immediately. Start the students on the lesson before taking attendance; use the seating chart rather than calling names. Spending time on procedures provide time for students to get bored and start behaving inappropriately.
- Have students' directions displayed on the board or projector for student reference.
- Talk as little as possible when students are involved in quiet, seat work.
- Give clear and concise directions. Avoid arguing with students.
- Have individual students hold questions until the rest of the class has begun work. Be positive but not overly friendly. You are the adult in charge, not a friend.
- Praise students for good behavior.
- Treat students with respect, be fair and consistent.

BEHAVIOR MANAGEMENT TIPS

- Avoid criticism of students and respond to situations in a positive way.
- Teach expectations. Establish your rules and expectations very clearly at the beginning of the day.
- Circulate around the room. Never sit at your desk, especially during independent work or an exam. Students will be less likely to talk or share answers when you are close to them.
- Whisper to or isolate students in order to speak with them privately.
- Respond to negative behaviors with non-verbal cues such as a stern look or stare, or a shake of the head or hand.
- Reward positive behaviors by smiling, giving individual/group compliments, reading a good report left for the teacher, or involving the class in writing the feedback.
- Call the office and ask for an administrator immediately if there is any problem that needs attention.
- Know the teacher next door. Introduce yourself so you can call on someone to answer questions throughout the day.

SUBSTITUTE TEACHER COMPENSATION

Substitute Teachers License:	$75.00 per day
Professional Teacher License:	$95.00 per day

Applying for a Substitute Teacher License

You will need to follow the directions below to apply for the Indiana Substitute Teacher License. The cost of the license is approximately $16.32. Please go to https://license.doe.in.gov and follow the steps below to begin the process.

Substitute Permit

1. Log into your LVIS account.
2. Click the **"Apply for a New License"** box.
3. Click **Substitute Permits.**
4. Click **Next**
5. Update your Employer by clicking **Update.**
6. Using the drop down, select the school corporation where you will be substitute teaching.
7. Click **Submit Employer**
8. Click **Return to Application.** Your employer should now be listed. Click **Next**
9. Answer questions. If requested, upload required documentation and provide description. Click **Next**
10. No further documentation is required. Click **Next**
11. If you have everything completed, you will be able to click **Submit Application.** If not, you need to fix what is missing. Missing materials will be in **RED.**
12. Select **Click here to pay for all pending applications.**
13. Mark the box under **Pay?**
14. Fill out all the billing information
15. Click **Review Summary.**
16. Click **Submit**

At any point you need to stop the application, click Save for Later. To check the status or return to your application, click "Application Status" on the right hand side when you are in your LVIS account.

HELPFUL WEBSITE: https://www.doe.in.gov/licensing/substitute-permits

Once you have completed the process I will need to approve your application online and you will be notified you can print it. At that time please make sure we have a copy in the corporation office, you can email a copy to Kristine Cain at cainк@trico.k12.in.us or Kristin Dreblow at dreblowk@trico.k12.in.us