



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

**General Information for Substitutes 2017-2018**

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 Form, Information Release, Disclosure Release, W-4, I-9 Employment Eligibility, Payroll Direct Deposit form, and complete the online courses: *Child Abuse: Mandatory Reporting* and the *Sexual Conduct: Staff-to-Student (OR)* through the SafeSchools website. The completion certificates must be on file before you will be activated on the sub roster (instructions on reverse side). 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. Classified substitutes will then be given information about scheduling an appointment with Fieldprint to have their fingerprints taken, initiating the Criminal History Background Clearance.

**Scheduling**

At this time, the Administrative Assistant from each building will call to schedule any substitutes. They will call ahead time if a staff member has a planned absence. If our employee wakes up in the morning and is ill or has another emergency, the Admin Assistant begins calling at that time to locate a sub. These calls usually occur 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	Molly Crocker	239 S. 16 <sup>th</sup> Street, Philomath	541-929-3253
K-4	Blodgett Elementary	Molly Crocker	35177 Tum Tum Road, Blodgett	541-453-4101
6-8	Philomath Middle School	Jean Chiappisi	2021 Chapel Drive, Philomath	541-929-3167
9-12	Philomath High School	Trish Janssen	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 to be worked.

**Payroll**

**Licensed Substitutes (Teachers)**

Pay ½ day       \$ 89.20  
 Pay full day     \$178.40  
 Over 10 days    \$184.14

**Classified Subs**

Pay varies depending on the type of job you're substituting for. Range is \$11.30 - \$17.74 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 as payroll checks may get lost in the mail. A pay stub is either 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 be activated 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 and the Sexual Conduct: Staff-to-Student (OR)*

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:

- <http://philomath.or.safeschools.com>
- enter your personal email address that you provided to the Philomath School District
- sign in
- log in (if your name is displayed correctly)
- click 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.