**SUBSTITUTE**

**TEACHER**

**PACKET**

Note: A self-explanatory packet, instructions on how to complete the packet is enclosed.

**Grinnell-Newburg Community School District**

**SUBSTITUTE TEACHER INFORMATION**

Thank you for your interest in substitute teaching in the Grinnell-Newburg Schools. Following are the requirements for substitute teaching in the Grinnell-Newburg District as mandated by State legislation. The Superintendent reviews all completed applications

1. **Current valid IOWA Teaching License**

The Superintendent’s Office must have a copy of your valid Iowa license before you can begin substituting. If you need to obtain an Iowa Teaching License or renew your license, please contact:

Bureau of Practitioner Preparation and Licensure

Iowa Department of Education

Grimes State Office Building

400 E. 14th and Grand

Des Moines, IA 50319-0146

Telephone: 515 281-5294

Toll Fax: 1-800-668-7856

<Http://www.iowa.gov.boee/>

2. **Mandatory Reporter Training Certificate**

If you have had this training in the last five years and can provide the Superintendent’s Office with a copy of your attendance certificate, it will not be necessary to take this training at this time. If you need to renew the certification, please see the attached sheet for on-line access information.

3. **Bloodborne Pathogens Training Certificate**

If you have had this training within the past year and can provide the Superintendent’s office with a copy of your attendance certificate, it will not be necessary to take this training at this time. If you need to renew the certification, please see the attached sheet for on-line access information.

4. **Authorization Form for Background and Child Abuse**

Employment is based upon a satisfactory completion of the background and child abuse check.

5. **Application Form**

Please complete the attached Application and submit it to the Superintendent’s office.

We sincerely thank you for your interest and if we can be of further assistance, please let us know.

Grinnell-Newburg School District

1333 Sunset Street

Grinnell IA 50112

Telephone: 641-236-2700

Web site: [www.grinnell-k12.org](http://www.grinnell-k12.org)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUBSTITUTE TEACHER APPLICATION

Please return to: Superintendent’s Office

Grinnell-Newburg School District

1333 Sunset Street

Grinnell, IA 50112 **PLEASE PRINT**

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(City)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(State)\_\_\_\_\_\_\_\_(Zip)\_\_\_\_\_\_\_\_\_\_

PHONE: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CURRENT EMPLOYER: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TEACHING PREFERENCES**:

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Pre K-2 (Fairview/Bailey Park Schools) |  |  |
| Grades 3-4 (Davis School) |  |  |
| Grades 5-8 (Middle School) |  |  |
| Grades 9-12 (High School) |  |  |

DAYS AVAILABLE TO SUBSTITUTE: Please List \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COLLEGE/UNIVERSITY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School | Major | Dates Attended | Grad Date | Degree |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**TEACHING EXPERIENCE** (If no contract experience, list student teaching and indicate as such)

|  |  |  |  |
| --- | --- | --- | --- |
| School Name/City/State | Grade/Subject | Dates Taught | Total Years |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**REFERENCES:**  (If possible, list at least one local reference)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Telephone | Title/Place of Work | Relation to you |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

APPLICANT STATEMENT

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby certify that all information provided by me in connection with my application is true, accurate and complete. I understand that any false, inaccurate, incomplete, omitted, or misleading information provided on this application shall be cause for refusal to hire, or if the applicant has been hired, for immediate termination.

I understand that employment with the Grinnell-Newburg Community School District is contingent upon the satisfactory completion of a criminal and child/abuse/neglect record check. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, if the applicant has been hired.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant/Employee