

Gallatin Gateway School District #35

SUBSTITUTE TEACHING APPLICATION PACKET

GALLATIN GATEWAY SCHOOL DISTRICT MISSION STATEMENT

“The Gallatin Gateway School community is dedicated to enabling our students to be lifelong learners and productive citizens by meeting their needs in a positive atmosphere in which diversity is valued.”

GALLATIN GATEWAY SCHOOL DISTRICT PHILOSOPHY

The Trustees of School District #35 are guided by the conviction that every student has the right to the best education this community can provide. Responsibility for this rests with all citizens, parents, school staff, and students, with the ultimate responsibility for direction and decision-making being assumed by the Board of Trustees.

The Board will exert leadership in creating, maintaining, and improving the school for the children’s educational needs. The focal point of concern in our school system is the student. Organization, staffing, programming, teaching, and funding will all be developed to enhance positive opportunities for students to learn and develop personally, academically, and socially.

GALLATIN GATEWAY SCHOOL DISTRICT #35

Dear Applicant:

Thank you for applying to be a Substitute Teacher for the Gallatin Gateway School District. A valid application for this position requires the documents listed below:

- **Completed Gallatin Gateway School Substitute Teaching Application (both pages)**
- **Background check completed (if completed elsewhere please complete Request for Redissemination of Background Check Information Form, otherwise Gallatin Gateway School will complete a background check and the applicant will be charged \$32)**
- **Authorization to Release Information (must be notarized)**
- **Current TB Test Results (within the last year)**
- **Copy of current Driver's License**
- **Copy of Social Security Card**
- **Copy of MT Educator's License (if you have one)**

TB TEST INFORMATION

YOU CAN GET YOUR TB TESTS AT ANY DOCTOR'S OFFICE, ANY CLINIC, ANY URGENT CARE OR AT THE COUNTY HEALTH DEPARTMENT, LOCATED AT 12 NORTH 3RD IN BOZEMAN (right across the street from the Courthouse).

- If you choose to go to a doctor's office, a clinic or Urgent Care facility, you can most likely get it done as a 'walk-in'.
- If you choose to go to the County Health Department, it is best to call to make an appointment 582-3100. They give TB Tests on Mondays and Wednesdays – Cost: \$6.00.

You will need to report back to the County Health Department two days later to have the TB Test checked. TB Tests are checked on Wednesdays and Fridays.

Please be sure that Gallatin Gateway School District receives a copy of your TB results immediately by one of the following three options:

PLEASE DELIVER TB RESULTS TO:

Gallatin Gateway School District #35
100 Mill Street
Gallatin Gateway, MT 59730

MAIL TB RESULTS TO:

Gallatin Gateway School District #35
P.O. Box 265
Gallatin Gateway, MT 59730

FAX TB RESULTS TO:

763-4886

Your Substitute Application will be ACTIVATED upon receipt of your TB results. Thank you!

PLEASE PRINT

Date _____

GALLATIN GATEWAY SCHOOL DISTRICT #35
SUBSTITUTE TEACHING APPLICATION FORM

This form is intended for those interested in being on the substitute list. School District #35 adheres to the principles of Equal Employment Opportunity and Affirmative Action in personnel practices which prohibit discrimination against applications with respect to race, age, religion, sex, color, handicap, or national origin.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL _____

PHONE NUMBER _____ SOCIAL SECURITY NUMBER _____

Days I ***cannot*** substitute _____

TYPE OF SUBSTITUTING DESIRED:

___ **WILL SUB FOR ANY SUBJECT AND/OR GRADE LEVEL**

___ Elementary (Kindergarten – Grade 5)

___ Middle School (Grades 6, 7 & 8)

___ Special Education

___ Music/Physical Education

___ Teacher's Aide/Paraeducator

CERTIFICATE INFORMATION

What state is certificate held: _____

Level: _____

Endorsements: _____

EDUCATIONAL TRAINING

College/University	Dates	Degree
1) _____		
2) _____		
3) _____		
4) _____		

TEACHING EXPERIENCE

School	Dates	Grade Level
1) _____		
2) _____		
3) _____		
4) _____		
5) _____		

Have you been previously employed by us? _____ If yes, when? _____

Are you legally eligible for employment in the U.S.? Yes _____ No _____

Are you able with or without reasonable accomodation to perform the functions of the job for which you are applying? (GGS Cert-006-attached) Yes _____ No _____

Have you ever been released or discharged from employment or resigned to avoid such release or discharge? Yes _____ No _____

If yes, please explain. Include date of discharge or resignation and reason for discharge or resignation:

Applicant's Signature _____ Date _____

Please send or bring in your completed Substitute Teaching Application to:
Gallatin Gateway School District #35
100 Mill Street, P.O. Box 265
Gallatin Gateway, MT 59730

PERSONNEL

Fingerprints and Criminal Background Investigations

It is the policy of the Board that any finalist recommended for hire to a paid or volunteer position with the District, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. The results of the name-based check shall be presented to the Board concurrent with the recommendation for employment or appointment. Any subsequent offer of employment or appointment shall be contingent upon results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion.

The following applicants for employment, as a condition for employment, shall be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- A certified teacher seeking full- or part-time employment within the District;
- An educational support personnel employee seeking full- or part-time employment within the District;
- An employee of a person or firm holding a contract with the District, if the employee is assigned to the District;
- A volunteer assigned within the District who has REGULAR unsupervised access to students;
- Substitute teachers.*

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who shall decide whether the applicant shall be declared eligible for appointment or employment. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

**The requirement to fingerprint non-licensed substitutes may be waived in whole or in part by the trustees, if the substitute has previous teaching or substitute teaching experience in an accredited public school in Montana prior to November 28, 2002.*

Legal Reference:	§ 44-5-301, MCA	Dissemination of public criminal justice information
	§ 44-5-302, MCA	Dissemination of criminal history record information that is not public criminal justice information
	§ 44-5-303, MCA	Dissemination of confidential criminal justice information
	ARM 10.57.113	Substitute Teachers
	Public Law 105-251	Volunteers for Children Act

Policy History:

Adopted on: August 14, 2000

Revised on: July 8, 2003

<p style="text-align: center;">Gallatin Gateway School District 35 Kim DeBruycker, Superintendent PO Box 265 Gallatin Gateway, MT 59730 (406) 763-4415 Fax: 763-4886</p>	<p>REQUEST FOR REDISSEMINATION OF BACKGROUND CHECK INFORMATION</p>
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First Name:	Middle Initial:	Maiden Name:	Last Name:
Street:		City:	State:
Telephone:	<u>Date of Birth:</u>	Month:	Day:
			Year:

The undersigned requests and expressly authorizes you _____ to send a photocopy of the Criminal History Background Check report generated as part of my application for employment with Gallatin Gateway School District 35.

Background Check Report to be sent to Gallatin Gateway School District 35, a

- Montana College or University
- Montana public school district
- Authorized Agency
- Other (please explain) _____

Address: Gallatin Gateway School District 35
 PO Box 265, Gallatin Gateway, MT 59730

Telephone: (406) 763-4415 **Fax:** 763-4886

Contact Person: Kim DeBruycker

Signature: _____ **Date:** _____

This form only needs to be signed if you have had a background check within the past two years.

SUBSTITUTE TEACHER

REPORTS TO: Principal/Superintendent

ESSENTIAL FUNCTIONS:

Instructs classes in the absence of the regular teacher.

Assumes all other duties and responsibilities for a teacher during the time the teacher is absent.

Prepares lesson plans if instructed to do so by the building principal.

Maintains order in the classroom.

Maintains records, including but not limited to recording student grades, student assignments, projects, and other clerical work as instructed by the absent teacher.

Supervises students and aides.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

High school diploma or equivalent and/or valid Montana Teaching Certificate with proper endorsement or eligibility for certification.

Ability to follow both oral and written directions and instructions.

Ability to effectively present information and respond to questions from students, parents, staff.

Ability to handle stressful situations.

Ability to maintain confidentiality of student matters.

Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Computer (IBM & Mac), calculator, copier, fax machine, telephone/voice mail, email, website, overhead projector, two-way radio system

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee is directly responsible for the safety, well-being, and work output of students. The noise level in the work environment is usually moderate, depending on the nature of the assigned course.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approved on: February 11, 2003

SUBSTITUTE TEACHER GUIDELINES
GALLATIN GATEWAY SCHOOL

The following are expectations for a person substitute teaching in the Gallatin Gateway School:

1. Check-in at the office upon arrival at the school to receive your assignment for the day and any last minute reminders, etc.
2. Check-out at the office at the end of your assignment. Please leave any comments as to your experience. Inform the principal (or secretary) of any injuries or problems that may result in a contact from parents. Be sure to sign your timesheet.
3. Follow lesson plans as closely as possible. Ask for a clarification from another teacher or from the principal if necessary. Familiarize yourself with the discipline plan used in the classroom and follow it.
4. Locate the substitute teacher packet in the classroom. It should include a general class schedule, seating chart, explanation of special needs students, etc. Determine if you have bus or recess duty and be prompt in carrying out any such duties. (If you do have duty, get directions on where students line up and how to let them into the building). In most cases, regular classroom teachers meet their classes in the morning and at recess, at one of the outside doors and supervise them in the halls.
5. Treat students with respect and understanding. Under no circumstances is swearing at students, screaming, grabbing them (and/or handling them in any manner) acceptable. Failure to follow these rules will result in our taking your name off our substitute list.

In our School District, we work hard to create a positive learning environment for our students. We have had an excellent group of substitute teachers working with our students and staff this year. We like the positive atmosphere and want to help any way we can to make this a good experience for you. Students will test the limits. The best idea is to stick as closely to the classroom discipline plan as you can. If you have exhausted the limits of the classroom discipline plan or if a student is so disruptive that he/she keeps the other students from learning and you from teaching - he/she may not remain in the classroom. Bring that student to the office.