



## Philomath School District

Benton County School District No. 17J

1620 Applegate Street

Philomath OR 97370

(541) 929-3169

# **SUBSTITUTE HANDBOOK**

*The Vision of the Philomath School District is to  
Graduate EVERY Student and Transition Each of Them Into  
a Job, Training, or College.*

## Introduction

Thank you for choosing the Philomath School District. We look forward to working with you to continue our tradition of excellence and integrity. Year after year, families entrust us with the education of their children. We take this trust very seriously and strive to live up to, and exceed, our community's high expectations. As a Substitute staff member, you provide an invaluable service to our schools. No matter what job you hold, your work is very important to us and to the students of the school.

## Application Process

If you are interested in being a Substitute employee for the Philomath School District, you will need to submit your application on our District website under the Employment tab. You will be directed to Talent Ed, our electronic onboarding and records management system. Once your application is submitted, our team is notified and you will receive an email with further instructions. You will need to complete an I-9 Employment Eligibility form (1 to 2 pieces of identification are required, depending on the type of identification you present), Federal and State W-4 forms, and a Payroll Direct Deposit Form.

- **Fingerprinting:**

- In order to work in our District, you need to be fingerprinted at FieldPrint under our code: **FPPhilomathSD17J**. If you are a Licensed Substitute Teacher, you are fingerprinted as part of the licensing requirement for TSPC so you do not need to go through this process. If you have been fingerprinted for another school district in Oregon, we have a fingerprint authorization form we can send to the previous district that releases those results to us. Be aware that during busy times of the year, this process can take up to 10 business days.

- **Safe Schools:**

- Once we have your required documentation, you will receive an email from Vector Solutions with a link to access your mandatory Safe Schools training. Your username is your email and there is no password. These trainings are done on an annual basis and you are reimbursed for 2.5 hours of your time on your first paycheck. These courses must be completed prior to accepting your first assignment. If you have completed equivalent courses with another school district in Oregon for the same school year, you will need to show proof for consideration of being exempt from completing our courses.

- **Red Rover:**

- The final step in the application process is receiving a login for Red Rover, our substitute management platform. You will receive an email with a link to activate your account. Your username is your email and you will be able to set a password when you log in for the first time. If

you are able to download the free RedRoverK12 app onto your smart phone or tablet, you can elect to receive substitute assignment notifications via text. Please take a few moments to select your notification preferences and set your schedule into Red Rover. This makes it so that you receive the substitute assignment notifications that you are interested in and qualified for. After each assignment, it is important to verify the times for the assignment that you were assigned to. If the hours are not correct, please notify the office manager of that school.

- District Email Address:

- For cybersecurity purposes, each Licensed Substitute employee will receive a District Email and access to District accounts in order to effectively perform their role. You will be able to log in for the first time prior to your first assignment from home through Google/Gmail. If you do not receive your login before your first assignment, please notify the District Office.

### Schools & Hours

The Philomath School District is comprised of seven schools.

<b>School</b>	<b>Monday – Thursday Hours</b>	<b>Friday Hours, Half day</b>
Clemens Primary School, Grades K-1 535 S 19 <sup>th</sup> St Philomath, OR 97370 (541) 929-2082, Kelly Goodson	7:45am (doors open) 8:15am – 2:45pm	7:45am (doors open) 8:15am – 12:10pm
Blodgett Elementary School, Grades K-4 35177 Tum Tum Rd Blodgett, OR 97326 (541) 453-4101, Laura Schunn	8am – 2:30pm	8am – 12:15pm

<p>Philomath Elementary School, Grades 2-5  239 S 16<sup>th</sup> St  Philomath, OR 97370  (541) 929-3253, Laura Schunn</p>	<p>7:45am (doors open)  8:15am – 2:50pm</p>	<p>7:45am (doors open)  8:15am – 12:15pm</p>
<p>Philomath Middle School, Grades 6-8  2021 Chapel Dr  Philomath, OR 97370  (541) 929-3167, Soliana Sapp</p>	<p>8:05am – 2:55pm</p>	<p>8:05am – 12:10pm</p>
<p>Philomath High School, Grades 9-12  2054 Applegate St  Philomath, OR 97370  (541) 929-3211, Dawnia Kohn</p>	<p>8am – 3:10pm</p>	<p>8am – 12:06pm</p>
<p>Kings Valley Charter School, Grades K-12  38840 Kings Valley Hwy  Philomath, OR 97370  (541) 929-2134</p>	<p>8:10am – 3pm</p>	<p>8:10am – 2pm</p>
<p>Philomath Academy, Grades K-12  1620 Applegate St (behind the District Office)  Philomath, OR 97370  (541) 929-8729, Emily Strong</p>	<p>8:30am – 3:30pm</p>	

## Payroll Information

Pay Periods are the 16<sup>th</sup> of the month through the 15<sup>th</sup> of the next month.

Payday is the last business day of each month.

*Example: The 9/16 – 10/15 pay period has a pay date of 10/31.*

Direct Deposit is highly encouraged as payroll checks may get lost in the mail. A paystub will be sent to your email address showing your direct deposit on pay day.

All Classified Substitute employees are paid hourly. Licensed Substitutes are paid in 4 hour/half day or 8 hour/full day increments, per ORS 342.610.

The Licensed Substitute (Teacher) pay for ½ day is \$103.16 and pay for full day is \$206.32

A long-term Licensed Substitute assignment (more than 10 consecutive days) will receive the regular Licensed Substitute rate for the first 10 days, and on the 11<sup>th</sup> day and beyond will receive \$113.20 for a ½ day and \$226.40 for a full day.

Classified Substitute pay varies depending on the type of substitute job. Pay ranges from \$14.29 - \$20.91 per hour.

- Food Server, Playground Assistant = \$14.29/hour
- Custodian = \$16.07/hour
- Instructional Assistant, Food Service Supervisor = \$16.31/hour
- Media Assistant, Grounds, Maintenance = \$17.30/hour
- Administrative Assistant, Behavior Assistant, Kitchen Manager = \$19.45/hour
- Crossing Guard = \$20.91

## FAQ's

Q: Schools have the ability to select their own substitutes?

A: Yes! Our Office Managers do still make a lot of personal calls or texts to our substitutes.

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Q: I am new to subbing and have not received any notifications or calls. Am I set up correctly?

A: If you're concerned, give our District Office a call. It's possible that it's just a slow time for substitutes. When you're brand new to the District it is always a good idea to stop by the different schools to introduce yourself to the Office Manager. Once they get to know you & your preferences, you will likely get more opportunities.

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Q: What do I do if I accept an assignment and then I get sick?

A: If you become ill please contact the Office Manager of the school you're assigned to that day to substitute. They will remove you from the assignment. As a substitute employee, you accrue sick leave on a monthly basis to use for instances like this. Please email Megan Caputo and ask to use your accrued sick leave.

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If you have any questions, please email [Megan.caputo@philomath.k12.or.us](mailto:Megan.caputo@philomath.k12.or.us) for the quickest response.