

Arrowhead School/Cooke City/Pine Creek School

Substitute Teaching Application Packet

Arrowhead School District #75
Cooke City District
Pine Creek School District #19

Dear Applicant,

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

- Complete Substitute Teaching Application
- Applicant Rights and Consent to Fingerprint
- Fingerprint Card from Police/Sheriff Department
- Copy of current Driver's License
- Copy of Social Security Card
- Copy of MT Educator's License (if you have one)
- Certificate of Completion from the free, self paced Learning Hub Course, Welcome to Our School: An Introduction for Substitute/Guest Teachers.
<https://learninghub.mrooms.net/enrol/index.php?id=252>

This course will address professionalism, legal aspects, classroom management, and strategies to successfully serve as a substitute or guest teacher. It is designed to meet the three-hour training requirement described in Administrative Rules of Montana 10.55.716.

Please submit to:

Lisa Rosberg
Park County Superintendent of Schools
cosup@parkcounty.org
414 East Callendar Street
Livingston, MT, 59047

Substitute Teacher Job Description

Reports to: Principal or Lead Teacher

Essential Functions:

- Instructs classes in the absence of the regular classroom teacher
- Assumes all other duties and responsibilities for a teacher during the time the teacher is absent. Prepares lessons 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 classroom aides.
- Covers any additional duties the absent teacher may have.

*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 and staff.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of student matters.
- Ability to effectively manage time and responsibilities.

Equipment Used:

Computer, calculator, copier, fax machine, telephone/voicemail, email, overhead projector, SMART board, 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.

Potential Substitute Teachers or School Volunteers

Please call the Livingston Police Station, (406) 222 - 2050 to arrange a date to have fingerprints taken or go on a drop in basis. Drop in fingerprinting is done at the Livingston Police Station at 414 East Callendar Street, Livingston, MT, 59047 on Tuesdays and Thursdays between 2:00pm and 4:00pm.

Once you have got your fingerprints taken, you will receive 2 fingerprint cards. You will need to turn one copy of the fingerprints to the County Superintendent Lisa Rosberg. Her office is also at 414 East Callendar Street, Livingston, MT, 59047. Please leave a note with your fingerprint card noting if it's for substitute teaching or volunteering.

If the County Superintendent is unavailable, you can drop off the fingerprint card to the Health Department, located down the hall from the County Superintendent's office.

Thank you for offering to be a substitute teacher, an emergency substitute teacher or a school volunteer. We appreciate your commitment to education.

Lisa Rosberg

Park County Superintendent of Schools

414 East Callendar Street

Livingston, MT, 59047

cosup@parkcounty.org

Office: 406.222.4148

Cell: 406.823.0115

www.parkcounty.org

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L.92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN): Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the systems).

Applicant Rights and Consent to Fingerprint

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance or adoption), you have certain rights which are discussed below.

- You must be provided written notification⁸ by the Park County Superintendent of Schools that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, an acknowledged receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained and shared.
- If you have a criminal history record, the officials making a determination of your suitability for employment, license or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information th the criminal history record.⁹

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.¹⁰

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency.

If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at dojitsdpublicrecords@mt.gov or 406-444-3625.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency.

Signed:

Name

Date

⁸ Written notification includes electronic notification but excludes oral notification

⁹ See 28 CFR 50.12(b)

¹⁰ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d)

Arrowhead School, Cooke City, Pine Creek School Substitute Teaching Application Packet

This form is intended for those interested in being on the substitute list. Arrowhead School, Cooke City and Pine Creek School adhere 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, disability or national origin.

Personal Information

Name _____

Address _____

City _____ State _____ Zip _____

Email _____

Phone Number _____

Social Security Number _____

Availability:

Type of Substituting Desired:

- Will sub for any subject and/or grade level
- Elementary (Kindergarten - Grade 5)
- Middle School (Grades 6-8)
- Special Education
- Music/Art/Physical Education
- Teacher's Aide/Paraeducator

Certificate Information

*please complete if you currently have any licenses or certifications

What state is the certificate held? _____ SEID: _____

Class: _____ Endorsement: _____

Issue Date: _____ Expiration Date: _____

Educational Training

College/University	Dates	Degree

Teaching Experience (*if applicable)

School	Dates	Grade Level

Have you previously been employed by Arrowhead School?

- Yes If yes, when? _____
- No

Have you previously been employed by Cooke City School?

- Yes If yes, when? _____
- No

Have you previously been employed by Pine Creek School?

- Yes If yes, when? _____
- No

Are you legally eligible for employment in the United States?

- Yes
- No

Are you able with or without reasonable accommodation to perform the functions of the job for which you are applying?

- Yes
- No

Have you ever been released/discharged from employment or resigned to avoid such release/discharge?

- Yes If yes, explain including date of discharge or resignation and the reason:

- No

I hereby certify that (check the applicable box and provide the information requested):

- I have not pleaded guilty to or have been convicted of any violation of criminal law, including criminal convictions resulting from a deferred sentence or a plea of nolo contendere/no contest (minor traffic offenses expected)

- I have pleaded guilty to or have been convicted of a least on violation of criminal law. Please attach and sign a complete description of the circumstances surrounding such conviction. (This may not necessarily disqualify a person from consideration for employment.)

Applicant's Signature: _____ Date _____

Please send or bring in your complete Substitute Teaching Application to:

Lisa Rosberg

Park County Superintendent of Schools

cosup@parkcounty.org

414 East Callendar Street

Livingston, MT, 59047

Fingerprint Redissemination Request

Lisa Rosberg
Park County
Superintendent of Schools

City County Complex
414 E Callendar Street
Livingston, MT 59047

Phone: 406-222-4148
Email: cosup@parkcounty.org

Admin. R. Mont. 10.57.201A requires all applicants for initial licensure or reinstatement of former licensure complete a fingerprint based background check.

If your fingerprint results on file with the Office of Public Instruction, a Montana Public School, County Superintendent or a unit of the Montana University System, those results can be distributed from one public education entity to another, as long as the result is less than 2 years old.

It is against FBI policy for results to be shared across state lines or from private institutes (colleges, universities and private schools).

Applicant Information:

Last Name:

First Name:

Middle Initial:

Folio ID
(assigned by OPI):

Former Name(s)/Maiden or Other:

Date of Birth:

Last Four Digits of SSN:

I authorize:

- The Office of Public Instruction
- A Unit of the Montana University System
Name of School: _____
- Montana Public School
Name of School: _____
- County Superintendent
Name of County: _____

to share the results of my fingerprint based background check with:

- The Office of Public Instruction
- A Unit of the Montana University System
Name of School: _____
- Montana Public School
Name of School: _____
- County Superintendent
Name of County: _____

If you are requesting the Park County Superintendent of Schools to distribute your fingerprint results to a Montana university, or Montana public school or county superintendent, please provide the specific person you wish to receive the background check results:

Recipient Name: Lisa Rosberg,
Park County Superintendent of Schools

Address:
414 E Callendar Street
Livingston, MT, 59047

Phone:
406-222-414

Signature of Applicant:

Printed Name of Applicant:

Date:

