Approved: _____

Date: _____

SUBSTITUTE TEACHER APPLICATION

PARK CITY SCHOOL DISTRICT
2700 KEARNS BLVD.
PARK CITY, UT 84060
435-645-5600, Ext. 1441 or 1431

NAME: _____

MAILING ADDRESS: _____

Home Phone Number: _____

Additional Phone No.: _____

Cell Phone Number: _____ Email Address: _____
(Where else can we reach you to substitute teach if you are not at home?)

Do you hold a valid Utah teaching certificate? Yes ☐ No ☐
(A copy of your Utah teaching certificate must accompany this application to be paid the rate of pay for a certified substitute teacher.)

Do you hold any special teaching endorsements? _____

Briefly describe your teaching experience: _____

_____

_____

_____

If you are not a certified teacher, please list your college background: _____

_____

_____

Please list the schools, grades, and subjects you would be willing to substitute teach: _____

_____

_____

Please list whether or not you are available all the time, only specific days, or any other information you feel we should know:

_____

_____

RECEIVED SCHOOL POLICIES: _____
Sign Date

PROFESSIONAL REFERENCES

Please include complete information--including name, mailing address, and telephone number.

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

Have you ever (1) forfeited bail, or been (2) convicted (3) fined (4) jailed (5) arrested/charged with, or (6) placed on probation for any violation of law other than minor traffic offenses? Yes ☐ No ☐

Have you ever had a certificate or license revoked or suspended? Yes ☐ No ☐

Have you ever been released from a contract, reassigned to avoid termination or disciplinary action, suspended, or placed on leave with or without pay? Yes ☐ No ☐

If you answered "Yes" to any of these questions, explain in an attached letter.

I certify the answers given are true and complete to the best of my knowledge.

I authorize Park City School District to make such investigations and inquiries of my personal employment and other matters as deemed necessary in arriving at an employment decision. I hereby release persons giving information of past employment experiences from all liability in responding to inquiries in connection with my application. This is to include any request for human resource files from past employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) will result in disciplinary action, which may include termination.

In accordance with Utah State Law, Park City School District will conduct a criminal background check (including fingerprinting), and I hereby waive my rights to further written notice of such. I also agree to pay the entire cost of fingerprinting and background check.

_____ _____

Applicant Signature Date

PARK CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYING THE MOST QUALIFIED APPLICANT REGARDLESS OF RACE, GENDER, AGE, RELIGION, OR DISABILITY. REASONABLE ACCOMMODATION IS PROVIDED TO THE KNOWN DISABILITIES OF OTHERWISE QUALIFIED APPLICANTS AND EMPLOYEES.

SUBSTITUTES

Board Policy

The Park City School District will provide adequate staffing of schools. This will include the placement of qualified substitute teachers and where possible, substitute classified employees. Every effort will be made to fill substitute teaching positions based upon the substitute's area of competence.

I. Guidelines

A. A prospective substitute must complete the district application process and be approved as a substitute by the district personnel office.
B. Every effort will be made to seek the most qualified person available to substitute. Those with a degree and license may be given first consideration.
C. Educators requesting a substitute shall provide adequate lesson plans for the substitute.
D. The substitute shall report to the building administrator, review lesson plan material and as much as possible, follow the teacher's instructions. At the end of the day, a report shall be left for the regular teacher.
E. The substitute classified employee shall report to the building administrator or designee for assignments and, at the end of the day, shall report again to the building administrator or designee with a report of the day.
F. If a substitute renders unsatisfactory service the district employee or principal shall submit a statement of concern regarding the substitute's performance. Continued use of a substitute shall be at the discretion of the personnel director.
G. Substitute teachers are required to attend an eight-hour training session in order to be eligible to substitute for the district. Substitutes must attend the next available training session after they are hired. Sessions will be held on district calendar days when students will not be in attendance. Substitute attendees will be compensated at their substitute rate for the training session.
H. Substitutes are not eligible for any other school district benefits.

ADMINISTRATIVE REGULATIONS

II. Guidelines for Compensation

A. Licensed Teacher - A teacher possessing a valid teaching license will receive $95 per day. A copy of the license must be on file with the personnel director.
B. Non-Licensed Teacher - A substitute teacher without a valid teaching license will receive $85 per day.
C. Long-Term Substitute Teacher - A long-term substitute teacher is one who teaches for 15 school days in the same teaching assignment. Long-term substitute teachers will be expected to develop lesson plans, administer tests, issue grades, report cards, etc. Only substitutes with a teaching license will be considered for long-term substitute teaching unless authorized by the director of personnel. Long-term substitutes will be paid $110 per day. If the position has to be filled by a non-licensed substitute, the rate of pay will be $100 per day.
D. Substitutes who work more than 90 days during the school year will be eligible for an additional $5 per day standard pay for the following school year. If a substitute works more than 90 days the next year, the substitute will be eligible for an additional $5 per day, a total of $10 per day above their normal substitute rate, in the following school year. $10 per day bonus is the maximum and is earned by continuing to work 90 days or more each year.
E. Substitutes for Para-Professionals - If a substitute accepts a job of a school para-professional, (aides and general assistants), they will receive $75 per day.
F. Substitutes for Specialized Classified Employees - If a substitute accepts a job of a specialized classified employee in one of the following areas: secretary, special education, English as a Second Language (ESL), Title I, technology, in-school suspension, or physical education, they will receive $85 per day.
G. Long-Term Substitutes for Classified Employees - A long-term substitute of a classified employee is one who substitutes for 15 school days in the same assignment. Long-term classified substitutes will be paid $80 per day for jobs taken under Section E. above and $90 per day for Section F. above.
H. If a substitute has obtained a job number for a specific job and is told upon arrival at the school that he/she is no longer needed or that an error has been made, the substitute will receive one-half day's pay.

Substitutes who have accepted part-time assignments of less than one-half day will be paid for one-half day's pay.

PARK CITY EDUCATIONAL EXCELLENCE

SCHOOL DISTRICT

2700 KEARNS BOULEVARD 435/645-5600
PARK CITY, UTAH 84060 435/645-5609 FAX

PARK CITY SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT

To better help the Park City School District meet equal employment opportunity goals, we would appreciate your response to the following:

NAME: _____

POSITION APPLIED FOR: _____

DATE: _____

RACE/ETHIC IDENTIFICATION: Ethnicity

AGE: Enter Age

REFERRAL SOURCE (Advertisement, friend, etc.):

_____

NON-VETERAN WITH DISABILITIES	Y ☐	N ☐
DISABLED VETERAN	Y ☐	N ☐
VIETNAM VETERAN	Y ☐	N ☐
OTHER VETERAN	Y ☐	N ☐

This form is for personnel department use only. It will not be attached to your application form and will be used only for survey and record-keeping purposes. Information requested is voluntary and failure to provide it will not subject you to any adverse treatment.

Park City School District is an equal opportunity employer dedicated to a policy of non-discrimination in employment on the basis of race, creed, color, age, sex, disabled condition, religion, or national origin.