

Spearfish School District 40-2 Substitute Application

(Please Print)

Date: _____ Name: _____

Address: _____

Phone: _____

E-mail Address _____

(Your Direct Deposit pay-stubs and Tax Forms will be emailed to this address)

The above-named person agrees to substitute in the Spearfish School District during the school year. Substitute teachers are expected to keep all matters concerning students, their grades, their conduct, or their personal problems confidential. Concerns about personnel or procedures should be discussed with the administrator in charge.

The above-named person must complete a State and Federal background check, per South Dakota state law and sign off on attached school policies/notices. (Background check cards are available at the Spearfish School Business Office, 525 E Illinois St.)

The Spearfish School District is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, age, sex, marital status or disability. Successful candidate will be expected to pass a criminal background investigation.

Certified _____ Teaching Certificate Number: _____

Non-certified _____

Major in _____

Minor in _____

Experience in _____

Hours and/or times available to substitute: _____

Salary for a non-certified substitute teacher is \$100.00 per day and salary for a certified substitute teacher is \$115.00 per day, pro-rated to the portion of the school day the substitute is in the classroom. Substitute teaching for 30 consecutive days (same teacher/classroom) is \$150.00 a day retroactive to the first day. Salary for a classified substitute (i.e., custodian, secretary, ESP/Para Professional/Teachers-Aide) is \$13.50 per hour (\$14.50 per hour long-term classified substitute, 30 consecutive days). Pay Day is the 10th of each month.

Signature of Substitute

Please check building(s) interested in subbing

Mt. View
Pre-K & K

West
Grades 1 – 2

Creekside
Grades 3 – 5

Middle School
Grades 6 – 8

High School
Grades 9 – 12

(Please complete other side)

Hispanic/Latino (A person of Mexican, Puerto Rican, Cuban, South or Central America, or other Spanish culture or origin, regardless of race). _____ Yes _____ No

Race: (Regardless of how you answered the above question, choose one or more from below).

- _____ American Indian/Alaska Native (A person having origins in any of the original people of North and South America, Central America and who maintains tribal affiliation or community attachment).
- _____ Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam).
- _____ Black/African America (A person having origins in any of the black racial groups of Africa).
- _____ Native Hawaiian or Other Pacific Islander (A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands).
- _____ White (A person having origins in any of the original people of Europe, the Middle East or North Africa).

If you have any question please contact:

Payroll/HR – Sophie Burditt

605-717-1201 ext 6101 or
Email sburditt@spearfish.k12.sd.us

Superintendent Secretary – Jill Droic

605-717-1201 ext 6104 or
Email jdrolc@spearfish.k12.sd.us

For Office Use Only

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Background Check | <input type="checkbox"/> W-4 Form |
| <input type="checkbox"/> Signature Page - Policies/Notices | <input type="checkbox"/> I-9 Form |

For Payroll use --- First Sub Date: _____ Background Check Date: _____