

PORTER TOWNSHIP SCHOOL CORPORATION
248 SOUTH 500 WEST
VALPARAISO, IN 46385
TEL: 219-477-4933, EXT. 1000

GUIDELINES FOR SUBSTITUTE TEACHERS

If you are applying for a position as a Substitute Teacher, the following information must be provided to Linda Dusek at the Administration Building:

- **Extensive Criminal Background Search/DCS Search:** *(Background Search Procedure attached)*
- **High school diploma, high school equivalency certificate or college transcripts**
- **Completion of Blood Borne Pathogens Exposure training. This training must be completed annually thereafter**
- **Current Substitute Teacher's Permit or a current Teaching License issued by the State of Indiana.**
- **Completed online application at the district's webpage at <https://www.ptsc.k12.in.us>.**

APPLYING FOR A NEW SUBSTITUTE TEACHER PERMIT:

Apply for a Substitute Teacher's Permit with the Indiana Department of Education. (IDOE) (See attached Step by Step Instructions.)

- The IDOE issues all Substitute Teaching Permits and will email permits to the address provided on the application.
- The applicant must send a copy of the Substitute Teaching Permit to Linda Dusek by email: linda.dusek@ptsc.k12.in.us or by fax: 219-477-4834.
- FRONTLINE/AESOP login information will be emailed to the sub when the permit is received and the sub will be eligible to accept assignments.

CRIMINAL BACKGROUND/DCS SEARCH:

All new employees are required to obtain an Extensive Background Investigation conducted by Safe Hiring Solutions at the cost of the employee including a DCS search from the Department of Child Services.

- The cost of the search begins at \$30.85 for non-certified applicants and \$34.80 for certified applicants. Accepted payment options are credit card or debit card only.
- A new extensive background search is required upon each renewal hereafter.

BLOOD BORNE PATHOGEN EXPOSURE TRAINING IS REQUIRED:

Substitute teachers are required to complete online Blood Borne Pathogen Exposure training **prior to their first assignment and annually thereafter.** Once your application is received, you will receive a link to complete the required training.

TAX FORMS

New substitutes **MUST** report to the Administration Office **at the end of their first assignment day** to complete tax forms. **Two forms of identification** i.e.; driver's license, social security card, birth certificate, passport, etc., must be provided with the tax forms. **THIS INFORMATION MUST BE COMPLETED AT THE ADMINISTRATION BUILDING AT THE END OF THE FIRST ASSIGNMENT DAY.**

PAYROLL

Substitute teachers are paid according to the rate established by the Board of School Trustees. The current daily rate of pay for substitute teachers is:

- \$80.00 per day for substitutes holding a valid Indiana Substitute Teaching Permit
- \$90.00 per day for substitutes holding a valid Indiana Teaching License

Substitute teachers will not be employed for less than two hours per day or more than eight hours per day. Substitutes will be limited to working not more than four days per week. Each assignment day, the substitute teacher will complete the bottom portion of a **Staff Absence Report Form** (given to the substitute by the building secretary at the assigned building.) This form will then be submitted to the Payroll Office and will serve as the basis for payment each time an assignment is completed. Payment is submitted by direct deposit twice per month and is dependent upon the payroll schedule.

FRONTLINE/AESOP

PTSC uses Frontline scheduling system (formerly known as AESOP) to schedule all substitutes. Every effort is made to contact a substitute in advance. However, a substitute may be called the morning or afternoon of the open assignment. Upon completion of required paperwork, AESOP login information will be sent to you by email. **Please inform Linda Dusek if at any time you no longer wish to serve as a substitute teacher.**

INCLEMENT WEATHER

Delays and School Closures are posted on the district's webpage (<https://www.ptsc.k12.in.us>) as soon as possible. Please refer to the district's webpage if inclement weather is a concern as Substitute Teachers will not be contacted individually.

PORTER TOWNSHIP SCHOOL CORPORATION

Dr. Stacey Schmidt, Superintendent / Ben Parrish, Assistant Superintendent
Linda Dusek, Secretary to the Superintendent/Substitute Teacher Coordinator
248 South 500 West
Valparaiso, IN 46385
Tel: 219-477-4933, Ext. 1000
Fax: 219-477-4834
Linda Dusek Email Address: linda.dusek@ptsc.k12.in.us

Boone Grove High School (Grades 9-12)

260 South 500 West
Valparaiso, IN 46385
219-476-3455, Ext. 2000
Mr. Clay Corman, Principal
Mr. James Rosinia, Assistant Principal
Secretary: Tamitha Moreno
Substitute must arrive before 7:15 a.m.

Boone Grove Middle School (Grades 6-8)

325 West 550 South
Boone Grove, IN 46302
219-464-4828, Ext. 3000
Mr. Bob Lichtenberger, Principal
Secretary, Shannon Bara
Substitute must arrive before 7:00 a.m.

Boone Grove Elementary (Grades 4-5)

325 West 550 South
Boone Grove, IN 46302
219-462-1032, Ext. 4000
Mr. Ed Ivanyo, Principal
Secretary: Melissa Bowman
Substitute must arrive before 8:00 a.m.

Porter Lakes Elementary (Grades Preschool - 3)

208 South 725 West
Hebron, IN 46341
219-507-0509, Ext. 5000
Mr. Kevin Donnell, Principal
Mrs. Kristin Mucha, Director of Early Learning/
Assistant Principal
Secretary: Carol Magurany
Substitute must arrive before 7:45 a.m.