

# Porter Township School Corporation

248 South 500 West  
Valparaiso, IN 46385  
219-477-4933 ext. 1000

STACEY M. SCHMIDT, Ph.D.  
Superintendent

BEN PARRISH  
Assistant Superintendent

KATHLEEN SMITH  
CFO/Treasurer



## **Guidelines for Substitute Teachers**

If you are applying for a position as Substitute Teacher, the following information must be provided to Laura Grayam ([laura.grayam@ptsc.k12.in.us](mailto:laura.grayam@ptsc.k12.in.us)) at the Administration Building:

1. *Extensive Criminal Background and DCS Searches (DO NOT complete these unless instructed to do so by someone at Porter Township School Corporation)*
2. *High School or College Transcripts, or GED*
3. *Completion of Bloodborne Pathogens Exposure Training*
4. *Current Substitute Teaching Permit or current Teaching License, issued by the state of Indiana*
5. *Completed online application through Nimble*

## **Criminal Background / DCS Search**

(If at any point you encounter difficulties, please contact Safe Hiring directly – 888-215-8296)

All new employees (including coaches, volunteer coaches, substitutes, and extra-curricular bus drivers) 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. Payment must be made with a credit or debit card. Again, do not submit your information unless instructed to do so by someone at Porter Township School Corporation.

To consent to and submit your Expanded Criminal History background search:

1. Visit our website - [Employment Opportunities](#)
2. Scroll down and click on "Submit Background/DCS Search"
3. Complete all information in detail and submit

After completion of the initial portion, check your email diligently. You will be looking for a 2<sup>nd</sup> email from the Indiana Dept. of Child Services ([kidtraks@dcs.in.gov](mailto:kidtraks@dcs.in.gov)), that is typically sent within 24 hours. Please closely follow the directions from DCS. Your search will only be completed if you provide all requested information. Failure to successfully complete this process may result in dismissal.

A new search will be required upon each renewal.

## **Bloodborne Pathogens / Universal Precautions Training**

Substitute teachers are required to complete online Bloodborne Pathogens Exposure training prior to accepting your first assignment, and annually thereafter. Once your application has been approved, you will receive a link to complete this training via email.

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## **To apply for a Substitute Teaching Permit:**

Visit [LVIS - License Verification and Information System Portal](#) and follow directions on the "Welcome to LVIS" page.

The Indiana Department of Education issues all Substitute Teaching Permits and will email your permit to the email address provided on the application.

Please email a copy of your permit to Laura Grayam – [laura.grayam@ptsc.k12.in.us](mailto:laura.grayam@ptsc.k12.in.us)

## **Frontline**

PTSC uses Frontline Scheduling System to schedule all substitute assignments. Upon completion of all pre-hire tasks, PTSC will email you an invitation to join Frontline. Every effort is made to contact a substitute in advance; however, sometimes last-minute notices are unavoidable. Delays and school closures are posted on our website as soon as possible. Please visit our website if inclement weather is a concern on the day of an assignment.

## **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/day with valid IN Substitute Teaching Permit
- \$90/day with a valid IN Teaching License

Substitute teachers will not be employed for less than 4 hours/day or more than 8 hours/day. Each assignment day, the substitute teacher will sign the Frontline daily absence report provided by the building secretary. This form is submitted to the payroll office and will serve as the basis for payment. Payment will be made via direct deposit twice per month, dependent on the payroll schedule. For payroll questions, please contact Angela Vale ([angela.vale@ptsc.k12.in.us](mailto:angela.vale@ptsc.k12.in.us)).

## **After your 1<sup>st</sup> Work Day**

After completion of your 1<sup>st</sup> assignment, please come to Central Office (248 S 500 W | Valparaiso, Indiana, 46385) to complete the required tax forms. You will need to bring two forms of identification (driver's license or state-issued ID, social security card, birth certificate, passport, etc. **This information must be completed at the end of your 1<sup>st</sup> day.**