



Office of the Superintendent

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November 2, 2017

RE: Classified and Licensed Subs Needed!

Dear Parents/Guardians/Patrons,

Do you want to make a difference in our District's schools? We are in need of substitutes for both licensed and classified positions across the District. Substitutes provide an essential service in support of students and staff when regular employees are not able to report to work. You will love substituting for all of these reasons:

- Flexibility: you can sub when, where, and how often you want
- Paycheck: you can earn a paycheck working with great kids and staff
- Great hours: an ideal job while your kids are in school

Rates of Pay for Classified Substitutes

Educational Assistant I - \$12.57 per hour
Educational Assistant II - \$13.09 per hour
Department Secretary - \$13.84 per hour
Secretary II - \$15.72 per hour
Custodians - \$15.10 per hour
Food Service Workers - \$12.26 per hour
Bus Drivers - \$16.18 per hour

Jefferson County School District will be holding an open registration at the Performing Arts Center, 412 Buff Street, Madras, on **Wednesday, November 16, 2017**. During this time, you will be able to complete your application, schedule mandatory fingerprinting, and attend an orientation session.

The schedule will be as follows:

- **9:00 - 9:30 am** - Registration
- **9:30 am** - Orientation conducted by Human Resources and Payroll begins promptly at 9:30 am
- **10:15 am - 12pm** - Open house time to fill out application, hire paperwork and register and pay for fingerprinting

In order to complete your registration paperwork, you will need to bring the following:

1. **Employment Eligibility Verification Documentation** – See attached list of acceptable documents
2. **State Issued ID** - This can be a current driver's license

3. **Exact cash or check in the amount of \$59.00.** This fee covers the cost of processing your required fingerprinting and the criminal background check that will be conducted by the Oregon Department of Education. There will be computers available to go online to schedule your fingerprinting; there is processing fee of \$12.50 paid online at the time of scheduling. (Payment by debit/credit card.)

The Oregon Teacher Standards and Practices Commission (TSPC) has implemented a Restricted Licensed Substitute License for applicants who hold a bachelor's degree, but have not completed an educator-preparation program. Jefferson County School District sponsors applicants for this type of license for our District, so please inquire about the requirements if you would qualify.

Substituting can be a great option for those seeking part-time employment and the ability to have a flexible schedule. If you are interested in attending the open registration, please RSVP with Matt Manion mmanion@509j.net or call 541-475-6192 for more information.

Thank you for considering helping our district fill its substitute needs.

Sincerely,



Randall H. Bryant
Human Resources Director

rhb:jmt

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.