

# Lane County Teacher Substitutes Q & A

## **Which districts are users of the Lane County Teacher Substitute list?**

Lane ESD provides a list of substitutes to interested Lane County school districts and private or charter schools on a subscription fee basis. Current subscribers are:

- Bethel
- Blachly
- Creswell
- Crow-Applegate-Lorane
- Fern Ridge
- Harrisburg
- Junction City
- Lowell
- Marcola
- McKenzie
- Oakridge
- Pleasant Hill
- South Lane
- The Village School
- Coburg Community Charter School
- Willamette Leadership Academy

## **How do I register for the Lane County Teacher Substitute List?**

Registration involves a three step process: 1) an online application, 2) completion of required online training and 3) attend a scheduled orientation to show proof of identification and issue a substitute card. The application process also ensures that districts comply with employment verification requirements and allows you to specify the districts where you are willing to substitute.

The email information provided in the application is used to create your online training account and is the primary method used by Lane ESD to send notification information to individuals on the Lane County Teacher Substitute list such as annual notice to substitutes of the usual and customary breaks associated with the school year or process changes.

## **What if I do not have computer access?**

Public access computers are available at local public libraries.

## **Are there specific browsers I need to access the online application (Frontline -Recruiting & Hiring)?**

The online application works with the most commonly used browsers such as Internet Explorer, Safari, Chrome, and Firefox. Some individuals may experience problems when using older versions of the browser.

## **If I need assistance with my online application what do I do?**

If you require assistance with the online application beyond access to a computer terminal, you can find an FAQ and/or contact Frontline for assistance at [Recruiting & Hiring - Applicant Help](#).

Assistance is also available locally at the Employment Division (WorkSource Oregon).

**I completed my application, what should I do next?**

When you submit your application you will receive a confirmation email from Frontline. **You will not receive any additional correspondence from Lane ESD until after the application closing date.**

After the application period closes you will receive a notification email from PublicSchoolWorks with the link to the online training. PublicSchoolWorks is the online training system used for the required training. The email is a system automated message from publicschoolorworks.com.

Note: in some instances the training notification email goes to SPAM or Junk mailboxes. If you do not receive a notification email within 5 days of the application closing date or are concerned about the status of your application, please email [teachersubs@lesd.k12.or.us](mailto:teachersubs@lesd.k12.or.us)

**What do I do if I don't get the training notification email from PublicSchoolWorks?**

If you do not receive a notification email within 5 days of the application closing date, please email [teachersubs@lesd.k12.or.us](mailto:teachersubs@lesd.k12.or.us)

**After I complete the required online training, do I need to send the ESD notification that I'm done or mail in the certificate?**

No. The ESD has access to all the training records, so no follow up with the ESD is needed after you complete the required training via your PublicSchoolWorks account.

**What do I do if I have questions or need assistance with my PublicSchoolWorks training?**

If you have questions about the training email [teachersubs@lesd.k12.or.us](mailto:teachersubs@lesd.k12.or.us). **Do not reply to the PublicSchoolWorks training email;** this is a system generated email and the response to your inquiry may be delayed.

**If I have already completed the required trainings in another district, do I need to complete it again?**

The trainings are required to be completed annually. If you completed the trainings within the **current** school year a copy of your training certificate will be accepted as documentation of this requirement. This can be emailed to [teachersubs@lesd.k12.or.us](mailto:teachersubs@lesd.k12.or.us), mailed or placed in our drop box which is located inside Lane ESD on the counter next to the Home School bulletin board.

**I see there is a training catalog of courses available on Public School Works. Can I take other courses? Is there a cost to me?**

There are a wide variety of courses available on Public School Works which may be of interest to educators and fulfill professional development interests and requirements. Teacher substitutes are welcome use their PublicSchoolWorks account to enroll in other course offerings at no cost.

**As a Lane County Teacher Substitute are there other trainings that are available to me?**

Lane ESD offers a variety of trainings for teachers and substitutes in Lane County. Information on available workshops or how to subscribe to our workshops email list is available on the [Workshops & Training page](#).

**Can I print out verification of Professional Development Units (PDU's) completed on Public School Works?**

Yes. You have two options to print out your professional development information. First, to obtain copies of individual Public School Works Training (PSW) certificates sign in to your PSW account, click on "your transcript" and then click on "prev year". This will bring up a list

of all trainings taken as a Lane County Teacher Substitute. You will be given the option to print a certificate by clicking on “Get Cert” on the far right side of the screen. Second, to obtain a copy of your training transcript .....

Any questions you may have about Professional Development Units (PDU’s) please contact TSPC at <http://www.oregon.gov/tspc/Pages/PDU-overview.aspx> .

**What is my next step after I complete the required training?**

After you’ve completed the training you will be contacted to set up an appointment for a brief orientation. When you come in you will need to bring photo identification. You will complete district preferences information and be issued a Lane County Teacher Substitute card.

**Will I get a new Lane County Teacher Substitute card each year?**

Lane County Teacher Substitute cards are **not** issued annually. You will receive a Lane County Teacher Substitute card when you initially register to be on the Lane County Teacher Substitute list and when you bring in any updated licensure information, including renewal.

**What are the annual requirements for remaining on the Lane County Teacher Substitute list?** In late Spring Lane ESD sends registered substitutes an email notification regarding the annual training requirements and timelines for completing the training. The training is generally completed in the month of May so that we can purge the list for the next school year. Also included in this message is our notice of usual and customary breaks and reminders related to updates to contact information and TSPC licensure.

**How many emails will I generally receive from Lane ESD if I am on the substitute list?**

Email is our primary mode of communication with registered substitutes. Once registered, individuals will receive 2-4 messages from Lane ESD generally focusing on annual training requirements or licensure renewal. Such emails will always come from an address that ends in @lesd.k12.or.us.

**Should I visit or contact the districts I’ve identified as my preference?**

Yes. Districts will have payroll paperwork that they will need you to complete. They may also have specific procedures or systems for calling substitutes about which they will advise you.

Initial contact with districts is important, since districts will not know of your interest in subbing until they get the next Lane County Teacher Substitute list after you’ve registered.

Some districts may not be adding any new substitutes to the group of subs who are considered “active” in the district.

**What should I take with me when visiting districts?**

You should take your recently issued Lane ESD sub card, proper identification (common combinations include: a passport, or a driver’s license and social security card, or a driver’s license & birth certificate) and direct deposit information if the district offers that payroll option (generally a voided check or a direct deposit document from a financial institution is required).

**Some districts require me to show my substitute card and others do not. Why is this?**

The substitute card serves as documentation that you have registered as a substitute or renewed

your license for the period of time between distributions of the substitute list which is updated after each registration period. The substitute list is distributed 2-3 times during the year.

Some districts require substitute teachers show their card as part of their identification process.

**When should I expect to be called for subbing?**

When you contact your local district preferences ask about their specific practice for contacting substitutes.

**What if I want to be removed from the substitute list?**

If you wish to be removed from the substitute list email [teachersubs@lesd.k12.or.us](mailto:teachersubs@lesd.k12.or.us) with this information. You are also encouraged to contact the districts in which you are currently subbing, since the updated list is sent out only 2-3 times a year.

**What if I am not available for subbing for a period of time during the school year, due to temporary employment or other circumstances, but wish to remain on the substitute list?**

If you wish to remain on the substitute list, but are not able to accept substitute jobs for a period of time, you should contact your district preferences and advise them of the timeframe that you are not available to accept substitute jobs.

**Is there anything I need to do when I renew my license?**

After your license is renewed, forward the email renewal notice from TSPC to the [teachersubs@lesd.k12.or.us](mailto:teachersubs@lesd.k12.or.us) address. We will verify your information on the TSPC website and mail you a new substitute card.

**How long does it take to register as a new substitute or re-register, if I have been removed from the list?**

There are 5 registration periods each year. The time from registration ending to your addition to the list is about 2-3 weeks. This year's registration periods and associated time lines can be found on the Lane County Teacher Substitute webpage.

**If I miss the deadline for re-applying or removed myself from the substitute list, can I get back on?**

You can be inactive on the list for up to 3 years with no need to reapply. Your only requirements will be up to date training and licensing. However, if you wish to rejoin the list after 3 years of inactivity, you will need to reapply during the next registration period. After completing the Lane County Teacher Substitute registration requirements, you will be issued a new substitute card.

**If I need to update my contact information during the current academic year, what do I do?**

If you have changes in your email or personal contact information you should email [teachersubs@lesd.k12.or.us](mailto:teachersubs@lesd.k12.or.us) with this information. You are also responsible for notifying your preferred districts of these changes.