

## HARLAN COUNTY PUBLIC SCHOOLS CERTIFIED SUBSTITUTE TEACHER APPLICATION

**TO THE APPLICANT:**

All applications shall require response concerning the relationship of the applicant to the Superintendent or a Board of Education member of the Harlan County School District. "Relative" shall mean father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law and daughter-in-law.

Are you a relative of the Superintendent?  Yes  No

Are you a relative of a member of the Board of Education?  Yes  No

If 'yes' to either question, list person and relationship: \_\_\_\_\_

**I. PERSONAL DATA**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address	City, State, Zip	Telephone Number
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911 Address: \_\_\_\_\_

Street Address	City, State, Zip	Telephone Number
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E-mail Address: \_\_\_\_\_ (You must provide a valid e-mail address to apply.)

Present Employment: \_\_\_\_\_

Present Position: \_\_\_\_\_

Have you even been employed by the Harlan County School District?  Yes  No If 'yes', please indicate in what capacity and when? \_\_\_\_\_

Have you ever been dismissed from a position?  Yes  No

Have you ever been asked to resign from a position?  Yes  No

On what date would you be available to work? \_\_\_\_\_

**II. REQUIRED RESIDENCE INFORMATION**

KRS 160.380 REQUIRES RESIDENCY INFORMATION			
Identify <b>all</b> states in which you have maintained residence and specify the dates of your residence. If additional space is needed, attach a sheet.			
State of Residence	Address	From (Date)	To (Date)


**III. CONVICTION QUESTIONS**

1. Have you ever been convicted of an offense against the law, other than a minor traffic violation?  Yes  No

2. Have you ever been convicted of or pleaded guilty to a felony?  Yes  No

3. Has a State Agency in any state ever issued a determination, or finding, or cause or reason to believe or suspect that you had engaged in any physical, psychological, or sexual abuse or neglect of a child?  Yes  No

If you answered 'Yes' to any of the above, explain below or on an attachment giving date and location.

**IV. REFERENCES**

**Work Related**

Name	Official Position/Title	Phone	Address – City, State, Zip (must be complete)

**Personal: Two people NOT associated with the Harlan County School System**

Name	Official Position/Title	Phone	Address – City, State, Zip (must be complete)

**V. EDUCATIONAL AND PROFESSIONAL DATA**

School	Name & Address of School	Dates Attended	Major	Minor	Degree & Date Received
High School					
Undergraduate					
Masters or Fifth Year					
Rank I/EDS					
Other Endorsement or Certificate					

Number of college credit hours completed as of application date: \_\_\_\_\_

Are you currently enrolled in classes?  Yes  No GPA at this time: \_\_\_\_\_

**VI. TEACHING EXPERIENCE (include substitute experience)**

<b>School Year</b>	<b>Years</b>	<b>Position</b>	<b>Grade/Subject</b>	<b>Name and Address of School &amp; District</b>	<b>Name of Principal</b>



**HARLAN COUNTY SCHOOLS**  
**Applicant Instructions for Online Emergency Substitute Teaching Application**  
**Kentucky Education Professional Standards Board (EPSB)**

- You **MUST** have an active e-mail address to apply for this position.
- You **WILL** be required to present an official transcript (or have one on file with the district) showing at least 64 acceptable university semester credit hours with a 2.5 GPA to apply for this position.
- This is a two-phase process – you must apply with your district **AND** you must apply with EPSB for your one-year Emergency Substitute Certificate.

*Online Emergency Substitute Application Implementation Guide*

**Applicant steps**

1. Go to [www.epsb.ky.gov](http://www.epsb.ky.gov) or click the link provided in e-mail notification from district
  - Click on the “Log in to EPSB” button on the lower left of the screen
  - If necessary, create your new account on the right side of the log-in page by clicking on the “New User? Create Account Here” button
2. Make note of your User ID and Password information for future reference in working on your Emergency Substitute Application.
  - Make sure all your personal information is correct when you establish your EPSB account
  - Should you lose/forget/need to reset your password at a later date, you will need your birthdate and SS# to be accurate in your account
  - Resetting passwords may be done by the user at the “Log in to EPSB” button on the lower left of [www.epsb.ky.gov](http://www.epsb.ky.gov)
  - You do NOT need to contact EPSB to reset your password
3. Once logged in, click on “My Application Status-View Details” on the lower left of the screen.
4. You will then see information on your application (CA-4) and you should click on the live link to complete the process on your **pending** application
5. Complete each of the 4 steps to finalize your application
  1. Verify personal information
    - Click “Save and Next”
  2. Add any previously held out of state teaching certificate (if applicable)
    - Click “Next”
  3. Answer all Character & Fitness questions
    - Each question must be answered by clicking on the small pencil in the “Edit” column
    - If answering “NO,” click “Save”
    - If answering “YES,” explanation is required
  4. Enter Password to digitally sign and submit the application.

After the applicant submits, there are two choices:

- If the CA-4 application process is successful, the applicant will receive a live link to PRINT your Emergency Substitute Certificate.
- Any applicant who answers “yes” to a Character & Fitness (**C & F**) question on the CA-4 application will be held by EPSB Legal Division pending review by the Board.
- An applicant who has information returned on the background check will be held by EPSB Legal Division pending review by the Board

Applicants will receive an e-mail from EPSB when a **C & F** review is completed and approved.

**Applicant Final Step**

Print and provide the printed copy of your emergency substitute certificate to the district so you can be added to its substitute teacher list.

## Hiring

### **SUPERINTENDENT'S RESPONSIBILITIES**

All appointments, promotions, and transfers of certified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

When a vacancy occurs, the Superintendent shall notify the Commissioner of Education thirty (30) days before the position is to be filled.

When a vacancy needs to be filled in less than thirty (30) days to prevent disruption of necessary instructional or support services of the school District, the Superintendent may seek a waiver of the thirty (30) day advance notice requirement from the Commissioner of Education. If the waiver is approved, the appointment shall not be made until the person selected by the Superintendent has been approved by the Commissioner of Education.

### **EFFECTIVE DATE**

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent. Certified employees may be appointed by the Superintendent for any school year at any time after February 1 preceding the beginning of the school year.

### **QUALIFICATIONS**

The Superintendent shall employ only individuals who are certified for the positions they will hold and who possess qualifications established by law, regulation and Board policy, except in the case where no individual applies who is properly certified and/or who meets established qualifications set by Board policy.

Hiring of certified personnel who have previously retired under TRS shall be in compliance with applicable legal requirements.<sup>2</sup>

All teachers shall meet applicable certification or licensure requirements as defined by state and federal regulation.<sup>3</sup>

### **CRIMINAL BACKGROUND CHECK AND TESTING**

Applicants, employees, and student teachers assigned within the District shall undergo records checks and testing as required by applicable statutes and regulations.<sup>1</sup>

Each application or renewal form provided applicants for a certified position shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT".<sup>1</sup>

Beginning July 1, 2018, individual applicants shall provide a letter from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record. In addition, each application or renewal form provided to applicants for a certified position shall conspicuously state the following:

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND HAVE A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE EMPLOYEE IS CLEAR TO HIRE BASED ON NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES AS A CONDITION OF EMPLOYMENT."

As permitted by [KRS 160.380](#), employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in [KRS 17.165](#) or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

Additionally, beginning July 1, 2018, employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have a substantiated finding of child abuse or neglect in records maintained by the Cabinet.

Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. § 1302.90.

#### **JOB REGISTER**

The Superintendent or the Superintendent's designee shall maintain in the Central Office a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

#### **VACANCIES POSTED**

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted in the Central Office, in each school building and online on a timely basis and shall refer interested persons to the Central Office job register for additional information. Postings of vacancies may be made with other agencies, as appropriate.

When a vacancy for a teaching position occurs in the District, the Superintendent shall conduct a search to locate minority candidates to be considered for the position.

#### **REVIEW OF APPLICATIONS**

Under procedures developed by the Superintendent, each application shall be reviewed and each applicant so notified upon initial application. Applications for candidates not employed shall be retained for three (3) years.

#### **RELATIONSHIPS**

The Superintendent shall not employ a relative of a member of the Board unless the relative was initially employed by the District prior to the tenure of the Board member and the member was seated on the Board prior to July 13, 1990.

A relative may be employed as a substitute for a certified or classified employee if the relative is not:

1. A regular full-time or part-time employee of the District;
2. Accruing continuing contract status or any other right to continuous employment;
3. Receiving fringe benefits other than those provided other substitutes; or
4. Receiving preference in employment or assignment over other substitutes.<sup>1</sup>

A relative of the Superintendent shall not be employed except as provided by [KRS 160.380](#).

#### **CONTRACT**

Except for noncontracted substitute teachers, all certified personnel shall enter into annual written contracts with the District.

#### **JOB DESCRIPTION**

All employees shall receive a copy of their job description and responsibilities.

#### **INTENT**

Under procedures developed by the Superintendent, employees may be requested to indicate their availability for employment for the next school year.

#### **REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT**

Each year all full-time and part-time certified employees shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Certified employees assigned extra duties such as coaching shall be notified in writing by the last day of that assigned duty if they have reasonable assurance of continued employment in that or a similar capacity for the following school year.

**EMPLOYEES SEEKING A JOB CHANGE**

Other than the routine transmission of administrative and personnel files, District employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. 7926.

**REFERENCES:**

<sup>1</sup>[KRS 160.380](#)

<sup>2</sup>[KRS 161.605](#); [702 KAR 001:150](#)

<sup>3</sup>P. L. 114-95, (Every Student Succeeds Act of 2015)

20 U.S.C. 7926; 42 U.S.C. § 9843a(g)

34 C.F.R. 200.55-200.56; 45 C.F.R. § 1302.90

[KRS 17.160](#); [KRS 17.165](#)

[KRS 156.106](#); [KRS 160.345](#); [KRS 160.390](#)

[KRS 161.042](#); [KRS 161.611](#); [KRS 161.750](#)

[KRS 335B.020](#); [KRS 405.435](#)

[016 KAR 009:080](#); [702 KAR 003:320](#); [704 KAR 007:130](#)

[OAG 73-333](#); [OAG 91-10](#); [OAG 91-149](#); [OAG 91-206](#)

[OAG 92-1](#); [OAG 92-59](#); [OAG 92-78](#); [OAG 92-131](#); [OAG 97-6](#)

Records Retention Schedule, Public School District

**RELATED POLICIES:**

01.11; 02.4244; 03.132

Adopted/Amended: 7/25/2017

Order #: 17-66