

## Substitute Orientation & Hiring

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### 1. Substitute Orientation

Prospective Substitutes (PS) will attend a two-day orientation of which there are eight held each year—starting in July and ending in March.

### 2. Fingerprint Appointments

The Administrative Assistant who assists with the Substitute Program will make the appropriate number of fingerprint appointments prior to the first day of orientation; depending on how many RSVP's have been received.

### 3. First Day of Orientation

On the first day of orientation, PS's are verbally informed on what it is typically like to work in a Head Start, Early Head Start, or ECEAP classroom. The Substitute Supervisor goes over the Early Learning Substitute Hand Book with the group and questions or concerns are addressed. The group is given the Application Packet to begin filling out.

Interviews are then conducted to determine if the PS would like to move forward. If so, the PS will go to reception and have their Washington State Patrol/Federal Bureau of Investigation (WSP/FBI) fingerprints taken. At this point, the PS is hired; however, the hire date it is contingent on the individual turning in all of the required documentation and following through with all of the steps.

Those who do not wish to move forward are thanked for their time and welcomed to come back in the future if they change their mind. This concludes day one of orientation.

### 4. Second Day of Orientation

On the second day of orientation, PS's have Positive Guidance, Child Abuse & Neglect, and Blood Borne Pathogens training. PS's will complete the Application Packet information and assistance is given, if needed. PS's are given a list of documents needed and instructions to follow in order to become an active Substitute for the Early Learning Department. This concludes day two of orientation.

### 5. Substitute Documentation

The following is a list of documents needed or steps to be taken in order to become an active Substitute:

- a. Direct deposit slip
- b. Application packet
- c. Emergency form
- d. Counting Children form
- e. Standards of Conduct form

- f. Copy of social security card
- g. Copy of Washington Driver's License (WADL) or Washington Identification (WAID)
- h. Department of Early Learning Portable Background Check (DEL-PBC)—proof that process has been started
- i. Proof that DEL-PBC fingerprint appointment has been made
- j. Copy of TB test results
- k. Copy of Food Handler's card
- l. Had WSP/FBI fingerprints
- m. Signed Letter of Hire
- n. Two reference letters
- o. Positive Guidance, Child Abuse & Neglect, Blood Borne Pathogens training

The Administrative Assistant who assists with the Substitute Program monitors the progress of PS's getting their documentation turned in and all the steps completed. He/she makes reminder calls in the weeks to follow after the two day orientation. A PS's file will be archived after a period of three months, should they not follow through with all of the requirements.

## **6. Documentation for Human Resources**

Once the PS has all of the documents listed above, the following documents are then placed in a folder and delivered to the OESD's Human Resources Department:

- a. Application packet—each page signed
- b. Copy of social security card
- c. Copy of WADL or WAID
- d. WATCH check
- e. Proof that DEL-PBC process has been started
- f. WSP/FBI clearance
- g. Signed Letter of Hire
- h. 2 reference letters
- i. Interview questions
- j. Copies of training certificates

## **7. Absence Management System (AMS)**

The Administrative Assistant who assists with the Substitute Program enters the Substitute into the online Absence Management System so the Substitute will be able to accept jobs online. The AMS will generate a welcome email and the Admin. Assistant sends it to the Substitute. The welcome email contains their login information.

## **8. Folder for Substitute**

The Administrative Assistant who assists with the Substitute Program creates a folder for the Substitute. This folder is to be taken with them to each assignment. The following documents are placed in this folder and mailed to the Substitute:

- a. Blank time sheets
- b. Substitute welcome newsletter
- c. Copy of Food Handler's Card
- d. Copy of DEL-PBC clearance (if it has come back)
- e. Copy of training certificates
- f. Copy of Emergency Contact form
- g. Hard copy of login information for the AMS
- h. Copy of CPR/First Aid card (if applicable)

## **9. Calling the Substitute**

The Administrative Assistant who assists with the Substitute Program calls the Substitute to let him or her know they are now ready to look for work online and answers any questions the Substitute may have.