



HARRINGTON SCHOOL DISTRICT

Home of the Panthers

Becoming an Emergency Certificated Substitute

If you have experience working with children and a bachelor's degree, we invite you to apply to Harrington School District to work as an Emergency Substitute.

How much will I be paid?

Emergency Substitute pay is \$150.00 for a full day.

How do I apply to become an Emergency Substitute?

The steps to become employed as an Emergency Substitute are outlined below.

1. Contact the Harrington School District Office (509-253-4331) to check the availability of substitute positions and express interest in becoming an Emergency Substitute.
2. You will then complete a fingerprint background check with ESD in Spokane (509-789-3800) at 4202 S. Regal.
3. Submit a copy of your bachelor's degree transcript to the district office.
4. Set up an account on the Education Data System to access E-Certification (where you will apply for the certificate): <https://eds.ospi.k12.wa.us/Login.aspx> and user guide <https://www.k12.wa.us/sites/default/files/public/certification/e-cert/Educator%20E-Certification%20User%20Guide.pdf>
5. Email Jane at the office (j2talkington@harringtonsd.org) about requesting you as an Emergency Substitute teacher in the system. Please provide your first and last name and last four digits of your social security number.
6. The districts that are requesting you as an emergency substitute will find you in the E-Certification system and add the request online, to your profile. This should send an email to the username you attached to your account.

7. When you have received this notice, you can sign into your account and access E-Certification to claim the request.
8. You should see the option to "Apply for Your District Request Here," which you select and then hit the "Begin" button to the far right in order to start the application process. Only apply for one of the requests submitted if multiple districts are requesting you. Make sure all requests have been submitted before applying.
9. Fill in the required information and criminal history questions. You will be asked for information on 3 character references. The fee payment is at the end of the application (it will ask for credit/debit card information).
10. Once the application has been submitted, you can check the review status on your E-Certification profile.
11. You will receive an email when the certificate has been issued and will be able to print/download a copy of the certificate from your profile
12. Once you have received notification that your certificate has been issued you will need to notify Jane (j2talkington@harringtonsd.org) at the district office to fill out employment paperwork.
13. You cannot work until the district receives your fingerprint background check results.