

Regional School Unit #2

MEMORANDUM

TO: Prospective Substitute Teachers, Staff and Drivers, and Prospective Tutors

FROM: Tonya Arnold, Superintendent of Schools

SUBJECT: Application and Preemployment Forms

DATE: September 2020

Attached you will find an application form for substitute teaching

Substitute teachers who hold a four-year degree will be paid \$150.00 for each full day worked. Those who do not hold a four-year degree will be paid at the rate of \$110.00 per day. Substitute ed. techs will be paid \$12.74 per hour, food service workers \$12.48 (step 1, 2020-21) per hour and custodians \$14.27 per hour (step 1, 2020-21). Substitute secretaries will be paid \$14.55 (step 1, 2020-21) per hour. Substitute van drivers will be paid \$14.03 (step 1, 2020-21) per hour and substitute bus drivers \$16.13 per hour (step 1 2020-21). Substitute Nurses will be paid \$200 per day (those with RN license or higher; medical licensed role); \$150 per day (those with medical training or licensing below RN level). Tutors will be paid \$15.00 per hour. Following is a list of state regulations regarding use of substitutes and tutors.

CERTIFIED TEACHERS [within the scope of their certificate], no time limit

CERTIFIED TEACHERS [outside the scope of their certification], 90 days

TWO OR MORE YEARS OF COLLEGE, 60 days

HIGH SCHOOL GRADUATES: vocational centers and vocational regions, a high school graduate with two years of trade experience may serve, 60 days; all other schools, high school graduate, 10 days

TUTORS must be certified teachers unless teaching the homebound or hospitalized. **NOTE:** After 60 calendar days, homebound or hospitalized instruction for exceptional students must be provided by a certified special education teacher.

Thank you for your interest in the RSU #2 schools. We hope that your association with the school system will be personally satisfying and professionally challenging. Substitute teachers are an important, integral part of our educational program offering to our students.

Attachments
/src

Substitutes: subs. cover letter

**Employment Application for a Substitute Position
REGIONAL SCHOOL UNIT NO. 2**

7 Reed Street
Hallowell, Maine 04347

[Created 6/11/09; Revised 2/2020]

THE REGIONAL SCHOOL UNIT DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL
AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Name: _____ **Date:** _____

Telephone number(s): _____ **Email address:** _____

Permanent address: _____

When will you be available? _____

Which day(s) of the week would you be available? _____

Please indicate grade level(s) at which you are interested in substitute teaching:

Dresden ES _____ Hall-Dale ES _____ Hall-Dale MS/HS _____ Monmouth Memorial [K-8] _____
Monmouth Academy _____ M. Buker ES in Richmond _____ Richmond MS/HS _____

Please indicate for grade levels 6-12, particular subject area(s) you are interested in substituting:

Art _____	Computer _____	English _____	Life Skills _____
Mathematics _____	Music _____	Physical Education _____	Science _____
Social Studies _____	Special Education _____	Foreign Language _____	
Ed. Tech. _____	Other area (i.e. food service, bus driver, van driver, secretary) _____ (specify)		

EDUCATION: Starting with high school, list all schools or colleges you have attended. Copies of high school/college/university transcripts, including grades, must accompany application.

School(s) Attended	Address	Dates Attended	Diploma/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT EXPERIENCE: Please list all previous employment starting with the most recent position held. Please attach a copy of your resume, that includes a description of duties performed and reason for leaving. All school units/educational institutions you have worked in must be listed. Please account for any gaps in employment on a separate page.

Dates	Employer	Address	Telephone No.	Position	Supervisor
_____ to _____	_____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____	_____

REFERENCES: List three references, two of whom are most recent supervisors, who can comment on your ability and whom we may contact.

Name	Position/Relationship	Address	Telephone No.
_____	_____	_____	h-_____ w-_____
_____	_____	_____	h-_____ w-_____
_____	_____	_____	h-_____ w-_____

CERTIFICATION: List certification(s) you hold and provide copies of certification(s).

Certification Type	State	Date Issued	Date of Expiration

RETIREMENT: are you a member of the Maine State Retirement System [MSRS]? Yes / No

BACKGROUND:

Have you ever been disciplined, discharged or asked to resign from a prior position? Yes / No

Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review? Yes / No

Has your contract in a prior position ever been non-renewed? Yes / No

Have you ever not been nominated for re-employment in a prior position or ever had you nomination for re-employment not be approved? Yes / No

Have you ever been charged with or investigated for sexual abuse or harassment of another person? Yes / No

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes / No

Have you ever entered a plea of guilty or “no contest” (nolo contendere) to any crime (other than a minor traffic offense)? Yes / No

Have you ever had a professional license or certificate suspended or revoked in any state or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state? Yes / No

Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and /or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)? Yes / No

If you have answered YES to any of the previous questions, provide full details below, including, with respect to court actions, the date, offense in question and the address of the court involved. Attach additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

FALSE STATEMENTS: I agree and understand that omitting essential facts or providing any false or misleading information on this application or during the employment screening process shall be fully sufficient grounds to refuse to employ me or, if I have been employed to immediately dismiss me.

CONSENT AND WAIVER: My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks and release of investigatory information possessed by any state, local or federal agency, including but not limited to permitted disclosures from the Department of Education pursuant to 20-A M.R.S. § 13025. I further authorize those persons, agencies or entities that Regional School Unit No. 2 contacts in connection with my employment application to fully provide Regional School Unit No. 2 any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against Regional School Unit No. 2, its agents and officials, or against any provider of such information.

I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee which may include board members, administrators, other staff and members of the community. I give my consent to this disclosure. I further understand that truthfulness is required and hereby represent that all the information I have provided is true, complete, and accurate to the best of my ability.

	Signature	Date
CHECKLIST:	Application form is fully completed_____	Transcripts/Certifications are attached _____
	YES to any of the questions in the BACKGROUND section fully explained _____	Resume is attached _____
		Application is signed and dated _____

ALL APPLICATION MATERIALS BECOME THE PROPERTY OF RSU #2 AND NONE WILL BE RETURNED. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.

Regional School Unit #2

Dresden – Farmingdale – Hallowell – Monmouth – Richmond

Mary Paine, Acting Superintendent of Schools

7 Reed St., Hallowell, Maine 04347

To: Substitute Applicants

From: RSU Central Office Personnel

Re: Maine State Requirements for Fingerprinting and Background Checks

Anyone who works with children in a school setting is required by law to be fingerprinted through a process approved by the Maine Department of Education.

Anyone other than teachers, educational specialists, administrators, or education technicians who works in a school **only** needs to have fingerprinting and CHRC approval. This includes substitutes.

- **Fingerprint Sites and Approval Instructions.** Initial approval to obtain the first five-year card (instructions and application) are available on the Maine DOE website at <http://maine.gov/doe/cert/fingerprinting/index.html>.
- **As of July 2017:** If you already have a CHRC approval certificate, when the time comes for renewal, you will need to undergo the fingerprinting process again in accordance with the new Maine statute.

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