

SUBSTITUTE RENEWAL
FOR SCHOOL YEAR
2009-2010

Tulsa Public Schools
HUMAN RESOURCES

» FOR OFFICE USE ONLY «

Payroll ID #: _____

Agenda date: _____

In SF: _____ In GEAC: _____

SUBSTITUTE PROFILE SHEET

NAME _____ DATE _____

ADDRESS _____

CITY, ZIP _____

↓ SUBFINDER WILL DIAL THIS NUMBER: ↓

EMAIL ADDRESS _____ PHONE _____

EMERGENCY CONTACT _____ PHONE _____

DAYS OF WEEK AVAILABLE TO SUBSTITUTE ALL Mon Tue Wed Thur Fri

Oklahoma-certified only: Are you available for long-term assignments (10+ consecutive school days)? No Yes

PREFERRED LEVEL OF TEACHING: Elementary Middle School High School

Please indicate the geographical area(s) in which you are willing to work:

North South East West Midtown Alternative/Special Programs (citywide)

I prefer to work only these sites: _____

Are you a former TPS District One teacher?.....

..... Yes No (If yes, you are not required to attend workshop)

Are you a retired Oklahoma teacher?..... Yes No Retirement date: _____

Do you have a **Bachelor's or Masters degree**?..... Yes No In what area? _____

If not, do you have an **Associates degree**?..... Yes No In what area? _____

If not, how many college hours do you have?..... (Only those hours from an accredited university, college, or junior college apply.)

Are you an **Oklahoma Certified** teacher?..... Yes No In what area? _____

THE ONE BELOW THAT SHOWS YOUR HIGHEST LEVEL OF EDUCATION IS REQUIRED:

IF OKLAHOMA-CERTIFIED, a copy of your valid teaching certificate must be on file in the substitute office to earn the certified rate of pay. Updated certification attached Valid certification already on file with TPS Will send in

IF YOU HAVE A DEGREE from any university, we must have a photocopy of a transcript that states the degree on file to earn the degreed rate of pay. Updated transcript attached Valid transcript already on file with TPS Will send in

IF YOU HAVE ANY COLLEGE HOURS, we must have a photocopy of your transcript on file (an unofficial transcript is acceptable). Updated transcript attached Valid transcript already on file with TPS Will send in

(Continued on other side!)

Listed below are the areas for which we need substitutes. Please indicate clearly those areas for which you are qualified or willing to teach.

ELEMENTARY

- | | | |
|--|---|---|
| <input type="checkbox"/> ART | <input type="checkbox"/> GRADES 1-6 | <input type="checkbox"/> MR |
| <input type="checkbox"/> COMMUNICATION SKILLS | <input type="checkbox"/> HEAD START TEACHER | <input type="checkbox"/> MUSIC |
| <input type="checkbox"/> COMPUTER/TECHNOLOGY | <input type="checkbox"/> HEARING IMPAIRED | <input type="checkbox"/> PHYSICAL EDUCATION |
| <input type="checkbox"/> DRAMA | <input type="checkbox"/> HUMANITIES | <input type="checkbox"/> PRE K |
| <input type="checkbox"/> ED/SED | <input type="checkbox"/> KINDERGARTEN | <input type="checkbox"/> SCIENCE |
| <input type="checkbox"/> ENGLISH SECOND LANGUAGE | <input type="checkbox"/> LD | <input type="checkbox"/> SOCIAL STUDIES |
| <input type="checkbox"/> FRENCH | <input type="checkbox"/> LIBRARY | <input type="checkbox"/> SPANISH |
| <input type="checkbox"/> GIFTED/TALENTED | <input type="checkbox"/> MATH | |

MIDDLE SCHOOL

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> ALGEBRA | <input type="checkbox"/> GENERAL SCIENCE | <input type="checkbox"/> PHYSICAL EDUCATION |
| <input type="checkbox"/> ART | <input type="checkbox"/> GERMAN | <input type="checkbox"/> ROTC/LEADERSHIP |
| <input type="checkbox"/> BUSINESS | <input type="checkbox"/> GIFTED/TALENTED | <input type="checkbox"/> RUSSIAN |
| <input type="checkbox"/> DD/AUTISM | <input type="checkbox"/> HOME ECONOMICS | <input type="checkbox"/> SOCIAL STUDIES |
| <input type="checkbox"/> ED/SED | <input type="checkbox"/> INSTRUMENTAL MUSIC | <input type="checkbox"/> SPANISH |
| <input type="checkbox"/> ENGLISH | <input type="checkbox"/> LANGUAGE ARTS | <input type="checkbox"/> SPEECH/DRAMA |
| <input type="checkbox"/> ESL | <input type="checkbox"/> LD | <input type="checkbox"/> TECHNOLOGY |
| <input type="checkbox"/> FRENCH | <input type="checkbox"/> LIBRARY | <input type="checkbox"/> VOCAL MUSIC |
| <input type="checkbox"/> GENERAL MATH | <input type="checkbox"/> MR | |

HIGH SCHOOL

- | | | |
|--|---|--|
| <input type="checkbox"/> ALGEBRA | <input type="checkbox"/> FRENCH | <input type="checkbox"/> MARKETING |
| <input type="checkbox"/> ART | <input type="checkbox"/> GENERAL MATH | <input type="checkbox"/> MR |
| <input type="checkbox"/> BIOLOGY | <input type="checkbox"/> GENERAL SCIENCE | <input type="checkbox"/> PHYSICAL EDUCATION |
| <input type="checkbox"/> BUSINESS | <input type="checkbox"/> GEOMETRY | <input type="checkbox"/> PSYCHOLOGY |
| <input type="checkbox"/> CALCULUS/TRIG. | <input type="checkbox"/> GERMAN | <input type="checkbox"/> ROTC |
| <input type="checkbox"/> CHEMISTRY | <input type="checkbox"/> GIFTED & TALENTED | <input type="checkbox"/> RUSSIAN |
| <input type="checkbox"/> COMPUTER SCIENCE | <input type="checkbox"/> HOME ECONOMICS | <input type="checkbox"/> SCIENCE LAB |
| <input type="checkbox"/> DANCE | <input type="checkbox"/> INDUSTRIAL EDUCATION | <input type="checkbox"/> SOCIAL STUDIES |
| <input type="checkbox"/> DD/AUTISM | <input type="checkbox"/> INSTRUMENTAL MUSIC | <input type="checkbox"/> SPANISH |
| <input type="checkbox"/> DRIVER EDUCATION | <input type="checkbox"/> LANGUAGE ARTS | <input type="checkbox"/> SPEECH/DRAMA |
| <input type="checkbox"/> ED/SED | <input type="checkbox"/> LD | <input type="checkbox"/> TECHNOLOGY |
| <input type="checkbox"/> ENGLISH | <input type="checkbox"/> LIBRARY | <input type="checkbox"/> VOCAL MUSIC |
| <input type="checkbox"/> ENGLISH SECOND LANGUAGE | <input type="checkbox"/> LITERATURE | <input type="checkbox"/> VOCATIONAL PROGRAMS |

ALTERNATIVE SCHOOL

(This position will not count against your allotted days to work)

- ELEMENTARY MIDDLE HIGH SCHOOL

OTHER

- | | |
|---|--|
| <input type="checkbox"/> CHINESE | <input type="checkbox"/> FRESHMAN LEADERSHIP |
| <input type="checkbox"/> JAPANESE | <input type="checkbox"/> INHOUSE TEACHER |
| <input type="checkbox"/> LATIN | <input type="checkbox"/> OVERSIZE CLASSROOM TA |
| <input type="checkbox"/> FINE ARTS | <input type="checkbox"/> MATH SPECIALIST |
| <input type="checkbox"/> MUSIC APPRECIATION | <input type="checkbox"/> READING SPECIALIST |
| <input type="checkbox"/> HEALTH | <input type="checkbox"/> PHYSICAL SCIENCE |

SPECIAL ED / PARAPROFESSIONAL

- ELEMENTARY MIDDLE HIGH SCHOOL
- ALTERNATIVE SCHOOL TEACHER
- DEV DELAYED
- HEARING IMPAIRED
- MD/ED ASSISTANT
- SP/ED MULTIPLE DISABILITIES
- SPEC ED PARAPROFESSIONAL
- VISUALLY HANDICAPPED