

SUBSTITUTE TEACHER PACKET



NOTE: A self-explanatory packet, instructions on how to complete the packet is enclosed.



Grinnell-Newburg Community Schools

SUBSTITUTE TEACHER INFORMATION

Thank you for your interest in substituting teaching in the Grinnell-Newburg Schools. Following are the requirements for substitute teaching in the Grinnell-Newburg District as mandated by State Legislation. The Superintendent reviews all completed applications.

- **Valid Iowa Teaching Licenses**

The District Office must have a copy of. Your valid Iowa license before you can begin substituting. If you need to obtain an Iowa Teaching License or renew your license, please contact:

Bureau of Practitioner Preparation and Licensure
Iowa Department of Education
Grimes State Office Building
400 E. 14th & Grand
Des Moines, IA 50319-0146
Telephone: 515 281-5294
<https://www.iowa.gov.boee/>

- **Mandatory Reporter Training Certificates**

If you had this training in the *last three years* and can provide the District Office with a copy of your attendance certificate, it will not be necessary to take this training at this time. If you need to renew the certification, please see the attached sheet for online courses through the AEA.

- **Bloodborne Pathogens Training Certificate Training Certificates**

If you had this training in the *last year* and can provide the District Office with a copy of your attendance certificate, it will not be necessary to take this training at this time. If you need to renew the certification, please see the attached sheet for online courses through the AEA.

- **Authorization Form for Background and Child Abuse**

Employment is based upon a satisfactory completion of the background and child abuse check. You will receive the background check via email from OneSource.

- **Application Form**

Please complete the attached application and submit it to the District Office with your training certificates and teaching licenses.

We sincerely thank you for your interest and if we can be of further assistance, please let us know.

Grinnell-Newburg School District
925 Broad Street
Grinnell IA 50112
Telephone: 641-236-2700
Email: becky.rasmussen@grinnell-k12.org

GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT

925 Broad Street Grinnell, IA 50112
641/236-2700

SUB TEACHER APPLICATION and APPLICANT STATEMENT (PLEASE PRINT)

Name _____ Date of Application _____

ADDRESS: _____ (City) _____ (State) _____ (Zip) _____

PHONE: Home: _____ Cell: _____

EMAIL ADDRESS: _____

CURRENT EMPLOYER: Name _____ Location _____

TEACHING PREFERENCES:

	Yes	No
Pre K-2 (Fairview/Bailey Park Schools)		
Grades 3-4 (Davis School)		
Grades 5-8 (Middle School)		
Grades 9-12 (High School)		

DAYS AVAILABLE TO SUBSTITUTE: Please List _____

COLLEGE/UNIVERSITY

Name of School	Major	Dates Attended	Grad Date	Degree

TEACHING EXPERIENCE *(If no contract experience, list student teaching and indicate as such)*

School Name/City/State	Grade/Subject	Dates Taught	Total Years

REFERENCES: (If possible, list at least one local reference)

Name	Telephone	Title/Place of Work	Relation to you

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APPLICANT STATEMENT

I, _____, hereby certify that all information provided by me in connection with my application is true, accurate, and complete. I understand that any false, inaccurate, incomplete, omitted, or misleading information provided on this application, or on any other documents submitted in connection with this application, shall be cause for refusal to hire, or if the applicant has been hired, for immediate termination.

I understand that employment with the Grinnell-Newburg Community School District is contingent upon the satisfactory completion of a criminal and child/abuse/neglect record check. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, if the applicant has been hired.

Your signature authorizes the Grinnell-Newburg Community School District to contact current and past associates and obtain necessary information for employment

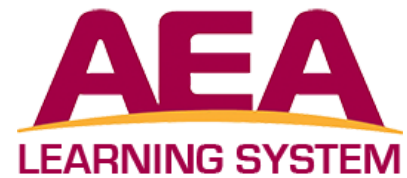
Signed: _____
Applicant/Employee

Date: _____

The Grinnell-Newburg Community School District will not discriminate in hiring on the basis of race, ethnicity, national origin, gender, age, physical disability, sexual orientation, gender identity, religion, marital status, or status as a veteran. A bona fide religious institution may choose to exercise the allowances in Iowa Code section 216.6.(6)d. Employers may have additional developed specific equal employment opportunity policies and procedures; please check with employers.

ACCESSING COURSES ON THE AEA 267 WEBSITE

RE: Online Trainings



- 1) Access the AEA 267 website: <https://training.aealearningonline.org>
- 2) Click on 'LOGIN'
- 3) Type in your username and password and then click on LOGIN.
 - a) If you have a username and password and can login, please proceed to Step 4 to select courses to take.
 - b) If you have logged into the system before but cannot remember your username or password, please select 'Forget Your Password?'
 - c) If you **do not** have a username and password, please follow these directions to set yourself up in the system.
 - i) Click on the 'Register' button and enter the required information.
 - ii) Select 'Submit Registration Info' to continue.
 - (1) Current AEA: AEA267
 - (2) District: Grinnell
 - (3) Password: grinnellcourses1
- 4) Once you are logged into the system, select 'Course Catalog' on the top left of your screen and complete the following trainings. Continue through the prompts and use left and right arrows to navigate the trainings.
 - a) Blood Borne Pathogens
 - b) Mandatory Reporter: Child Abuse
 - c) Mandatory Reporter: Dependent Adult Abuse
- 5) Once you have completed the trainings, either print off your certificate and turn them into the District Office or email a copy to Jill Haacke at jill.haacke@grinnell-k12.org.

NOTE if you are new to Grinnell-Newburg but already have an AEA Account:

You may start your AEA online trainings at any time prior to your Central Rivers account set up.

Log into <https://training.aealearningonline.org> with your most recently used login email and password. Change your Employment District to Central Rivers using 'central rivers' as your district password. Once your Central Rivers account is set up, your email will need to be updated in the system to your Grinnell-Newburg issued email.

**Any questions or for assistance, please contact AEA Learning directly at
(515) 270-9030 ext 14702 or email support@aealearningonline.org**