

Hiring Process for Applicants that want to Be a Substitute Teacher and **Currently Have** an Oregon Teaching License

If you have a license with the Teachers Standards and Practice Commission (TSPC) the process is simple:

- Complete an application online at the Douglas ESD website and apply for the [Substitute Teacher - Licensed thru AppliTrack](#).

It is JobID 461. If you have not applied before with Frontline Recruiting and Hiring, you will need to create an account. NOTE: *There is no need to upload transcripts or resume.*

- If you have worked at any schools/educational institutes, please make sure you include those in your application
- Please make sure to select which school districts you want to work with.
 - CAMAS VALLEY
 - DAYS CREEK
 - *DOUGLAS ESD
 - ELKTON
 - GLENDALE
 - GLIDE
 - OAKLAND
 - WINSTON DILLARD
 - YONCALLA
 - NORTH DOUGLAS
 - RIDDLE
 - ROSEBURG
 - SOUTH UMPQUA
 - SUTHERLIN

*Douglas ESD has special education classrooms in several districts: Yoncalla, Roseburg and Myrtle Creek. These are special education classrooms: *Early Learning, Therapeutic Learning and Special Needs.*

- You are required to attend **New Sub Orientation** at the Douglas ESD office. Sub services will schedule you after you complete the employment application.
- Complete [Safe Schools Training](#)**, sign off on Douglas ESD policy and agree to sub responsibilities. Sub Services will create your account once you apply. If you currently have an account with another school district, you will still need one with Douglas ESD.
- Review the [Substitute Handbook](#) before orientation since it answers the majority of questions.
- Provide me contact information of your last educational employer.** Email preferred but phone number is acceptable if email is not available.

Questions? Contact:

Connie Rosas

Substitute Services

(541) 957-4823

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<https://douglasesd.k12.or.us/substitutes>