

Application Requirements – Teaching

Substitute Teachers, Emergency Subs, Student teachers applying to substitute

(If you have already read these instructions, [click here](#) to apply)

Substitute Teachers

- Must have valid Washington State teaching certificate or permit
- Complete a Certificated Substitute Teacher application (See “How to Apply for Certificated Positions”)
- Complete an Applicant Disclosure Form
- Submit the following with your application.
 1. Three letters of reference that have been written within the past two years (preferably by supervisors) OR a copy of your university placement file that is less than two years old. Emailed reference letters will not be accepted.
 2. Copy of your teaching certificate or permit. If you have a Continuing Teacher Certificate, please copy the back of the certificate that includes the date stamp.
 3. Copy of transcripts (official preferred, but not required at time of application). The degree must be posted on the transcripts.
 4. Copy of your Praxis or WEST-E test results (if you have taken either of these tests).
- Fingerprints must be on file with the OSPI. OSPI only keeps fingerprints on file for two years.

Emergency Substitute Teachers

This process requires applications from both the Kennewick School District (KSD) and the Educational Service District 123 (ESD 123) in Pasco.

Please note: The use of emergency substitute teachers is limited to days when the pool is exhausted of substitute with regular teaching degrees. Emergency subs are also employed on days when KSD anticipates the sub pool will be exhausted. Applicants for this position must be aware that employment can be very sporadic.

KSD

- Must have a 4 year degree
- Should have experience teaching/coaching/working with students under 18 years of age
- Must have fingerprints on file with OSPI
- Complete a Certificated Substitute Teacher application (See “How to Apply for Certificated Positions”)
- Complete an Applicant Disclosure Form
- Submit the following with your application:

1. Three letters of reference written within the past two years (preferably from supervisors and/or people who have observed you working with children). Photocopies accepted. No emails accepted.
2. Copy of transcripts (official preferred, but not required). The degree must be posted on the transcripts.
3. Copy of Emergency Substitute Certificate (when issued by ESD123).

ESD 123

- Go to the ESD website www.esd123.org to get information on how to apply to be an Emergency Substitute Teacher. Complete application requirements
- Contact person for this certificate is Gloria Cartagena at 509-544-5702
ESD 123
3918 West Court St.
Pasco, WA 99301
509-547-8441
- NOTE: Within the application packet from the ESD 123 is a form titled “District Request for Emergency Substitute Certificate”. This form must be signed by a school district before an Emergency Substitute Certificate will be issued by the ESD 123. KSD cannot sign off on this form until the applicant has been approved for hire by the KSD HR department.

Student Teachers applying to substitute

To substitute as a student teacher, you must complete applications from both KSD and your participating university. If you attend an out-of-state university, you must contact the ESD 123 in Pasco (509-547-8441) to apply for the Intern Substitute Certificate.

- Applicant must complete six weeks of student teaching (MIT program) or eight weeks of student teaching (undergrads) before application will be accepted.
- Complete a KSD Certificated Substitute Teacher application. (See “How to Apply for Certificated Positions”).
- Complete an Applicant Disclosure Form
- Approval for substituting must be received from the master teacher, building principal and university field supervisor. Ask them to email lori.wright@ksd.org with the approval.
- Submit a copy of Intern Substitute Certificate or Permit (issue by applicant’s in-state university). If you are attending an out-of-state university, application for the Intern Substitute Certificate must be done through ESD 123 in Pasco. Contact Gloria Gartagena at 509-547-8441 for information.
- Submit a copy of transcripts – These can be downloaded from the university website.
- Applicant must have fingerprints on file with the OSPI. The OSPI only keeps fingerprints on file for two years.
- Complete a New Substitute Teacher Orientation with the HR Department. Lori Wright will schedule this when your application is approved.

Please note: Within the application packet you will receive from your university (or the ESD for applicants attending out-of-state universities) is a form entitled “district Request for Intern Substitute Certificate”. This form cannot be signed by KSD until the applicant has completed the six or eight week student teaching requirement and approval to sub has been given by the master teacher, building principal and university field supervisor.

Student teachers with an Intern Substitute Certificate that have completed all of the above requirements may serve as sub teachers only in the classroom(s) to which the individual is assigned as a student teacher.

Contact: Lori Wright
509-222-6624
lori.wright@ksd.org

[Click here](#) to apply for teaching positions.