



# Professional Development for Substitutes

Continuous learning and professional growth opportunities are extremely important to Sauk Rapids-Rice students, staff, administration and Board of Education members. To demonstrate the District's commitment, eight (8) hours of high quality professional development are provided throughout the year to substitutes at no cost. In addition and upon successful completion, eligible substitutes will receive continuing education credits for license renewal as well as a \$100 stipend.

To become eligible for the \$100 stipend, individuals are required to:

1. Substitute for a minimum of 10 days (80 hours) within the Sauk Rapids-Rice School District. For individuals hired prior to February 2, 2015, days and/or hours must be completed between February 2, 2015 and February 2, 2016. For individuals hired after February 2, 2015, days and/or hours must be completed within 12 months from the date an individual becomes eligible for employment, but no later than June 2016.
2. Attend one session in each of the following areas: the Sauk Rapids-Rice Substitute Orientation Session, classroom management, cultural competence, and technology. These four sessions are required as part of the total eight hours of training. Substitutes are encouraged to attend professional development sessions related to differentiation / gifted education, literacy, mathematics, and mental health, which will also be provided within the Sauk Rapids-Rice School District. While individuals are encouraged to attend sessions within the District, they may also submit documentation of attendance and successful completion at an equivalent session from another organization as determined by the Sauk Rapids-Rice School District. These sessions must have been completed within the last twelve (12) months. The number of session hours attended must total eight (8) hours or more.
3. Provide information about the specific sessions attended, which includes the title of the session, date attended, and organization sponsoring and/or facilitating each session. A form will be made available and discussed at each Orientation Session.
4. Attach evidence of successful completion of each session attended. Evidence might include a transcript, a copy of the "Certificate of Completion," and/or a certificate indicating the number of Continuing Education Credits received.
5. Submit this form, along with required documentation, within 12 months of employment to:  
Sauk Rapids-Rice School District  
Attention: Human Resources Assistant  
1833 Osauka Road NE  
Sauk Rapids, Minnesota 56379

## Personal Information (Please Print)

Full Name: \_\_\_\_\_  
(First, Middle Initial, Last)

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street, City, State and Zip)

E-mail Address: \_\_\_\_\_

## Professional Development Course Check List

| Date | Hours | Course Name/Description<br>(Attached Documentation of Successful Completion) | Organization                       | Approved<br>(For Office use only) |
|------|-------|--|------------------------------------|-----------------------------------|
|      | 1.0   | Substitute Orientation   | Sauk Rapids-Rice<br>Public Schools |                                   |
|      |       |  |                                    |                                   |
|      |       |  |                                    |                                   |
|      |       |  |                                    |                                   |
|      |       |  |                                    |                                   |
|      |       |  |                                    |                                   |
|      |       |  |                                    |                                   |
|      |       |  |                                    |                                   |
|      |       | <b>Total Professional Development Hours</b>                                  |                                    |                                   |

By signing this document, I testify that I have completed at least eight hours of professional development in accordance with District guidelines, have worked at least 10 days (80 hours) as a substitute teacher for Sauk Rapids-Rice Public School since February 2, 2015, and that all of the information provided is true and accurate.

\_\_\_\_\_  
(Substitute's Signature)

\_\_\_\_\_  
(Date of Signature)

### For District Office Use Only

\_\_\_\_\_ 8 hours of Professional Development

\_\_\_\_\_ 10 days (80 hours) as a substitute teacher

Authorized to pay \$100.00 stipend

Account Code: E 01-205-689-000-000-184

\_\_\_\_\_  
Superintendent's Authorization Signature

\_\_\_\_\_  
Date Authorized