

West Noble School Corporation

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Date: March 24, 2017
To: Persons interested in being a substitute
From: Karen D. Hoover, Administrative Secretary
Re: Subbing

The administration wishes to thank you for your interest in being a substitute during the 2016-17 school year. You must be 18 or older to work at West Noble Primary or West Noble Elementary. You must be 21 or older to work at West Noble Middle School or West Noble High School.

Substitute Custodians – You must be 21 or older to work as a sub custodian.

Substitute teacher only – To be a substitute teacher you must have 60 credit hours (this requirement has been waived until further notice) (please submit a transcript (unofficial is ok) beyond high school and have a current Indiana Teachers License or Indiana Sub Certificate on file. If you do not meet these qualifications or have the appropriate documentation on file, you will be paid at the current instructional assistant sub rate. If you need to obtain the teacher license or sub certificate, go to <https://license.doe.in.gov>.

All new employees must have the nationwide criminal history check completed. Per Indiana HEA 1005, after July 1, 2016 new employees must have the Dept of Child Services check and certified staff only must have the teacher license confirmation completed. We use Safe Hiring Solutions. **You must do the criminal history the West Noble website.** To complete the online applications:

1. Go to westnoble.k12.in.us
2. Click on Central Office
3. Click on Employee Information
4. Scroll down to the miscellaneous information section and click on the link Nationwide Criminal History Check. There is a link for Safe Hiring Solutions.

If you are hired as a substitute, you may accept this letter, which is not a contract of employment, as reasonable assurance that you will be on our substitute list (re-employed) at the beginning of the following school year and after the Christmas and spring breaks during the school year.

You must complete tax/personnel paperwork (see below). Please return all these forms to me ASAP. I will attempt to give a brief explanation for each form you received. Please be sure to sign and date each form as needed.

1. West Noble School Corporation Application.
2. Criminal Offense(s) Form (White): Read it, sign it, and notify us if you are convicted of any of the listed offenses.
3. Drug Free Schools/Workplace (White/Yellow): Read it, sign it, and keep the yellow copy.
4. I-9 Form (Yellow): This is for the Department of Immigration/Naturalization. We will need to copy your i.d. (the normal i.d. supplied is driver license and social security card).
5. Race & Ethnicity - White
6. Region 8 sub service paperwork (not needed for subs in the food service, transportation, and custodian departments)
7. Sexual Harassment Policy (White): Read it, this is for your records only.
8. Verification of Eligibility for State or Local Public Benefit – White
9. W-4 (Green): This is the federal tax deduction form. Check with the person who does your tax return to help you with the number of deductions to claim.
10. WH-4 (Purple): This is the state tax deduction form. Check with the person who does your tax return to help you with the number of deductions to claim.

If you have questions, please call me at 260-894-3191 ext 5000 or email hooverk@westnoble.k12.in.us.