**SUBSTITUTE TEACHING**

Do you want to inspire young people? Encourage their hopes and dreams? Help them be better educated for the world at large? Then take this chance to join the ranks of Substitute Teachers, and you may want to turn this classroom experience into a career! Substitute teaching can be a flexible part-time job or a full-time profession.

**Be a part of a profession that has a direct impact on the future!**

If you also have an Oklahoma teaching certificate, start your career as a top-shelf substitute teacher. Oklahoma-certified substitutes are in demand!

The job offers many benefits such as:

- Flexible work schedule
- Competitive pay
- Positive influence on students
- Great practice for future teachers
- Many chances to express creativity
- Teach a variety of subjects
- Substitute teaching can be FUN!

There are a few simple requirements to become a substitute teacher:

- attend a workshop
- produce a photocopy of your high school diploma or GED equivalent, college transcript, and teaching certificate (if Oklahoma-certified)
- pass a background check

**Fingerprint Process**

Effective July 1, 2010, Oklahoma schools districts are now mandated by law to require fingerprint background checks for new TPS employees.

Fingerprinting must be done as a requirement of your employment with Tulsa Public Schools and to complete your new hire process. After you have attended the Substitute workshop and your background is complete, an appointment will be scheduled for your fingerprinting to be done at the TPS Education Service Center.

The fee of $58 for the fingerprinting process is the responsibility of the new hire candidate. Payment should be in the form of check or money order and brought to the ESC at the time of your appointment. Cash is not accepted. Continued employment is contingent on receiving a clean FBI fingerprint report.

Who should attend the workshop?

- All substitute teachers new to Tulsa Public Schools District One (certified or non-certified) must attend the Teacher-For-A-Day Workshop (see below for a link to the most current workshop flyer).
- All former TPS substitute teachers who have not yet taken the Fulton workshop must attend.
- All former TPS employees who have not been a substitute teacher or full-time teacher must attend.
- Former TPS full-time teachers are not required to attend!

You must bring your application documents to a scheduled workshop. Returning them to ESC Human Capital office may delay your application process!

3rd Floor Human Capital (Benefits Office), 3027 S. New Haven Ave.,
Tulsa, Oklahoma 74135

Still have questions? Call the Substitute Office of Human Capital: 918-746-6820 or 918-746-6811.

- Employment Application - Substitute Teaching
- Substitute Teacher-For-A-Day training schedule
- Substitute Information

Oklahoma Teaching Certificate or License application information may be obtained by contacting the Oklahoma State Department of Education:

Oklahoma State Department of Education, 2500 N. Lincoln Boulevard,
# TPS Non-Discrimination Statement

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- Our Schools
- Goals, Vision & Mission
- Financial Reports/Plan
- Employee Standards
- About Tulsa
- School Boundaries
- Academic Performance
- Federal Programs
- Special Programs
- Calendars

**Contact**

Education Service Center  
3027 S. New Haven Ave.  
Tulsa, OK 74114  
918-746-6800  
Hours M-F, 8 a.m. - 4:30 p.m.