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**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,**

**HC RELATED STORIES**

TUE, SEPTEMBER 28, 3:00 PM CST

**Plane Purchased for Student Use Set to Arrive**

MON, AUGUST 16, 4:47 PM CST

**TPS Unveils New Logo**

[READ ALL TPS NEWS ITEMS](#)

**HC RELATED VIDEOS**

**HC RELATED SCHOOL NEWS**

WED, SEPTEMBER 22, 3:46 PM CST

**Student-Run Restaurant Has New Hours**

From soup to nuts, students at Nathan Hale High School are responsible for Nathan's Bistro.

[READ THIS STORY](#)

THU, SEPTEMBER 23, 6:01 PM CST

**Area Business to Donate Uniforms to Greeley Elementary**

The Partners in Education program is helping students at one North Tulsa school receive uniforms for the remainder of the school year. Includes video.

[READ THIS STORY](#)

[READ ALL SCHOOL NEWS STORY](#)

**HC RELATED NEWS ONLINE**

TUE, SEPTEMBER 28, 2010

**Tulsa Public Schools Students Gain 'Outdoor' Classroom With New Partnership**

[News On 6](#)

THU, SEPTEMBER 16, 2010

**Sixteen Tulsa Public School Students Named as National Merit Semifinalists**

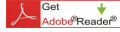
[News On 6](#)

[READ ALL FROM THE LOCAL NEWS](#)

Oklahoma City, OK 73105-4599

Telephone: 405-521-3337

[Oklahoma State Department of Education Website](#)



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**TPS Non-Discrimination Statement**

**ADMINISTRATION**

SCHOOL BOARD  
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District Boundaries  
Contact Board Clerk  
  
SUPERINTENDENT  
Biography  
Messages  
Associate Superintendents  
Contact Dr. Ballard  
  
STAFF MEMBERS  
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General Staff  
Departments  
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Contact Service Center

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Bus Routes & Schedules  
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Board Meetings & Agendas  
Breakfast/Lunch  
Campus Police  
Behavior Guide  
Health Services  
  
Special Education  
Parent Organizations  
My Child's School

**ABOUT THE DISTRICT**

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**CAREERS**

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**COMMUNITY**

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Volunteer Opportunities  
  
Partners in Education  
Foundation for Tulsa Schools  
Fulton Academy  
HelmZar  
Alumni/Reunions  
Flyer Distribution  
Vendors  
Purchase Bids  
Grants  
Bond Information  
Rent a TPS Facility  
Community Schools  
Community Contact

**CONTACT TPS**

Education Service Center  
All Schools  
Associate Superintendents  
Athletics  
Campus Police  
Communications/Media  
Health Services  
Human Capital  
Human Rights  
Maintenance  
Special Education  
Student Records  
  
Transfers  
Transportation  
Webmaster  
All Departments

**EMPLOYEES**

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Intranet (TPS Network)  
Password Reset  
PaySchools  
PowerSchool  
Professional Development  
School Lookup  
School Websites  
Subfinder/WebConnect  
  
Teacher Resources  
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.

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