

Regional School Unit #2

MEMORANDUM

TO: Perspective Substitutes

FROM: Richard Amero, Jr., Superintendent of Schools

SUBJECT: Pay and Qualifications

DATE: October 2023

Thank you for your interest in applying to be a substitute in RSU 2. Below is information about pay rates for various positions as well as the state regulation for substitutes and tutors. Also included with this application is information about fingerprinting and background checks required of anyone who works in a school setting.

Substitute teachers who hold a four-year degree will be paid \$150.00 for each full day worked. Those who do not hold a four-year degree will be paid at the rate of \$110.00 per day. Substitute Regular Ed. Techs will be paid \$14.15 per hour (Step 1, 2023-24), substitute Spec Ed Techs will be paid \$17.85 per hour (step 1, 2023-24), school nutrition workers \$15.38 (step 1, 2023-24) per hour and custodians \$17.50 per hour (step 1, 2023-24). Substitute secretaries will be paid \$16.05 (step 1, 2023-24) per hour. Substitute van drivers will be paid \$17.50 (step 1, 2023-24) per hour and substitute bus drivers \$20.16 per hour (step 1 2023-24). Substitute Nurses will be paid \$200 per day (those with RN license or higher; medical licensed role); \$150 per day (those with medical training or licensing below RN level). Tutors will be paid \$15.00 per hour. Following is a list of state regulations regarding use of substitutes and tutors.

CERTIFIED TEACHERS [within the scope of their certificate], no time limit

CERTIFIED TEACHERS [outside the scope of their certification], 90 days

TWO OR MORE YEARS OF COLLEGE, 60 days

HIGH SCHOOL GRADUATES: vocational centers and vocational regions, a high school graduate with two years of trade experience may serve, 60 days; all other schools, high school graduate, 10 days

TUTORS must be certified teachers unless teaching the homebound or hospitalized. **NOTE:** After 60 calendar days, homebound or hospitalized instruction for exceptional students must be provided by a certified special education teacher.

Once you have completed the attached application form, please email a scanned copy to Monique Blake at mblake@kidsrsu.org or send it to the RSU 2 Central Office at the address on the application form.

Your application will be reviewed by Central Office and an Administrator will reach out to you to conduct an interview and check references. If a recommendation is made to hire you as a substitute in our district, then you will be contacted by Central Office personnel to continue the process.

**Employment Application for a Substitute Position
REGIONAL SCHOOL UNIT NO. 2**

7 Reed Street
Hallowell, Maine 04347

[Created 6/11/09; Revised 1/2023; 7/1/23]

THE REGIONAL SCHOOL UNIT DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL
AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Name: _____ **Date:** _____

Telephone number(s): _____ **Email address:** _____

Permanent address: _____

When will you be available? _____

Which day(s) of the week would you be available? _____

Please indicate grade level(s) at which you are interested in substitute teaching:

Dresden ES [Pre-K-5] _____ Hall-Dale ES [Pre-K-5] _____ Hall-Dale MS/HS [6-12] _____
Monmouth Memorial [Pre-K-8] _____ Monmouth Academy [9-12] _____

Please indicate for grade levels 6-12, particular subject area(s) you are interested in substituting:

Art _____	Computer _____	English _____	Life Skills _____
Mathematics _____	Music _____	Physical Education _____	Science _____
Social Studies _____	Special Education _____	Foreign Language _____	
Ed. Tech. _____	Other area (i.e. food service, bus driver, van driver, secretary) _____ (specify)		

EDUCATION: Starting with high school, list all schools or colleges you have attended. Copies of high school/college/university transcripts, including grades, must accompany application.

School(s) Attended	Address	Dates Attended	Diploma/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT EXPERIENCE: Please list all previous employment starting with the most recent position held. Please attach a copy of your resume, that includes a description of duties performed and reason for leaving. All school units/educational institutions you have worked in must be listed. Please account for any gaps in employment on a separate page.

Dates	Employer	Address	Telephone No.	Position	Supervisor
_____ to _____	_____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____	_____

REFERENCES: List three references, two of whom are most recent supervisors, who can comment on your ability and whom we may contact.

Name	Position/Relationship	Address	Telephone No.
_____	_____	_____	h- _____ w- _____
_____	_____	_____	h- _____ w- _____
_____	_____	_____	h- _____ w- _____

CERTIFICATION: List certification(s) you hold and provide copies of certification(s).

Certification Type	State	Date Issued	Date of Expiration

RETIREMENT: are you a member of the Maine State Retirement System [MSRS]? Yes / No

BACKGROUND:

Have you ever been disciplined, discharged, or asked to resign from a prior position?Yes / No

Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?Yes / No

Has your contract in a prior position ever been non-renewed?Yes / No

Have you ever not been nominated for re-employment in a prior position or ever had you nomination for re-employment not be approved?Yes / No

Have you ever been investigated for discrimination, sexual abuse or harassment of another person?Yes / No

Have you ever had a professional license or certificate suspended or revoked in any state or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?Yes / No

If you have answered YES to any of the previous questions, provide full details on an additional sheet.

FALSE STATEMENTS: I agree and understand that omitting essential facts or providing any false or misleading information on this application or during the employment screening process shall be fully sufficient grounds to refuse to employ me or, if I have been employed to immediately dismiss me.

CONSENT AND WAIVER: My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks and release of investigatory information possessed by any state, local or federal agency, including but not limited to permitted disclosures from the Department of Education pursuant to 20-A M.R.S. § 13025. I understand and agree that any final offer of employment will be contingent upon satisfactory completion of this process. I further authorize those persons, agencies, or entities Regional School No. 2 contacts in connection with my employment application to fully provide Regional School No. 2 any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against Regional School Unit No. 2, its agents, and officials.

I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee which may include board members, administrators, other staff, and members of the community. I give my consent to this disclosure. I further understand that truthfulness is required and hereby represent that all the information I have provided is true, complete, and accurate to the best of my ability.

I AGREE AND UNDERSTAND THAT OMITTING ESSENTIAL FACTS OR PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION OR EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY ME OR, IF I HAVE BEEN EMPLOYED, TO IMMEDIATELY DISMISS ME.

Signature

Date

APPLICATION FOR ADMINISTRATIVE POSITION CHECKLIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

☐ Application form is fully completed

☐ Transcripts are attached

☐ Maine Certification(s) are attached

☐ Resume is attached

☐ Gaps in employment during the past ten years explained

☐ Three letters of reference are attached

☐ Cover letter

☐ YES to any of the questions in the BACKGROUND section fully explained

☐ Application is signed and dated

ALL APPLICATION MATERIALS BECOME THE PROPERTY OF RSU #2 AND NONE WILL BE RETURNED. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.

Regional School Unit #2
Dresden – Farmingdale – Hallowell – Monmouth
Richard Amero, Jr., Superintendent of Schools
7 Reed St., Hallowell, Maine 04347

To: Substitute Applicants

From: RSU Central Office Personnel

Re: Maine State Requirements for Fingerprinting and Background Checks

Anyone who works with children in a school setting is required by law to be fingerprinted through a process approved by the Maine Department of Education.

Anyone other than teachers, educational specialists, administrators, or education technicians who works in a school **only** needs to have fingerprinting and CHRC approval. This includes substitutes.

- **Fingerprint Sites and Approval Instructions.** Initial approval to obtain the first five-year card (instructions and application) are available on the Maine DOE website at <http://maine.gov/doe/cert/fingerprinting/index.html>.
- **As of July 2017:** If you already have a CHRC approval certificate, when the time comes for renewal, you will need to undergo the fingerprinting process again in accordance with the new Maine statute.

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Office e-mail: mblake@kidsrsu.org