

For Long Term Certificated Substitutes ONLY:

Candidates that have held a long-term position within your building within the last two years only require Hiring Recommendation **Form 4-P***

Documents Needed	Certificated Long Term Substitute	Certificated Long Term Substitute *has held a long-term position in the last 2 Years
Interview Questions	All interview questions for every interviewed candidate must be uploaded (Upload Portal 2-C)	---
Telephone Reference Checks	(2) total reference checks. Both within the last three months and one of the two must be from a recent supervisor. (Form 3-A)	---
Hiring Recommendation Form	Form 4-P	Form 4-P
Teacher Plan for Certification Requirements	<i>Plan required if candidate is out of endorsement.</i>	<i>Plan required if candidate is out of endorsement.</i>



Appendix B

Long-term Certificated Substitutes Process Checklist

EEA Collective Bargaining Agreement Section 12.01 - Substitutes Represented by Association

B. Long-term substitute certificated employees shall be defined as:

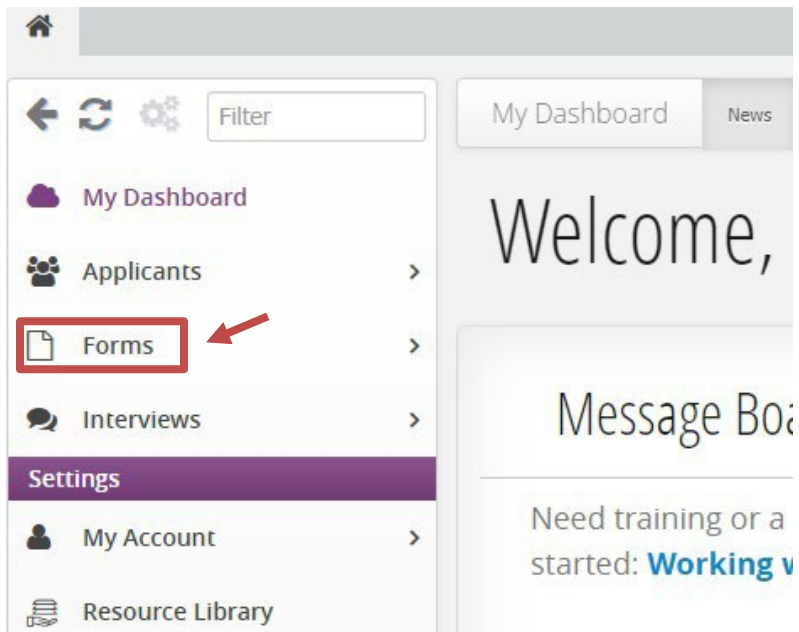
- 1. Substitute certificated employees employed by the District in one (1) teaching assignment for a period in excess of twenty (20) consecutive work days until completion of that long-term assignment; or,*
- 2. Substitute certificated employees employed by the District to replace a regular certificated employee when, at the start of the assignment or during the first twenty (20) consecutive work days in the assignment, it is clear to the District (because of the nature of the regular employee's leave such as, but not limited to a maternity leave, major operation, or other approved leave) that the absence of the regular certificated employee will continue for more than twenty (20) consecutive work days from the first day that the substitute certificated employee is assigned to the position until completion of the long-term assignment.*

Process Checklist:

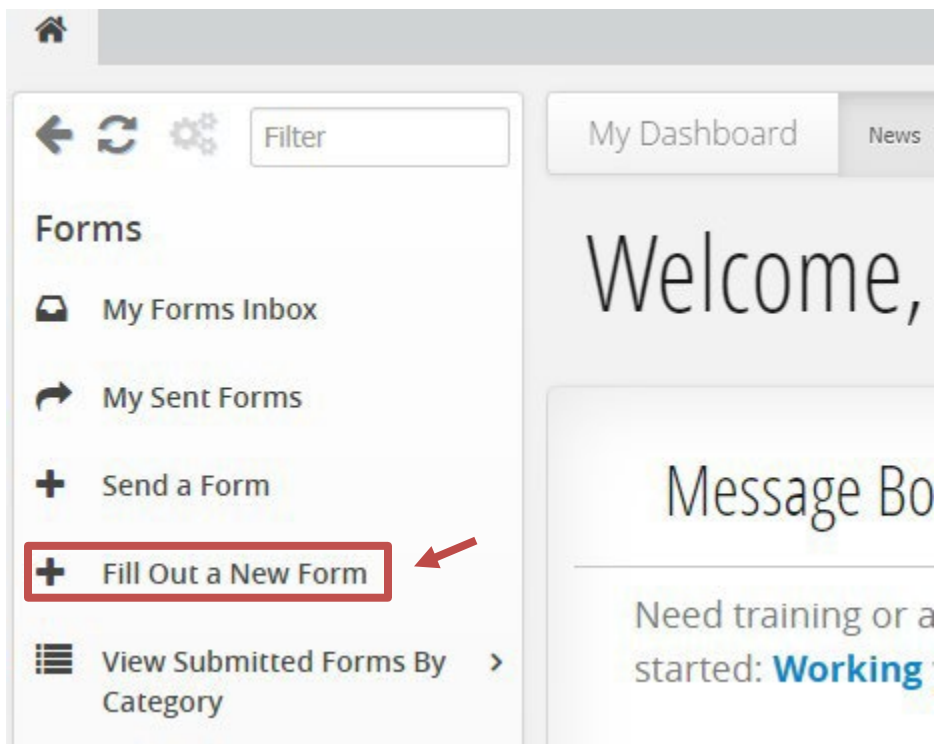
- ☐ Need for vacancy identified. Employee submits leave of absence request form and supporting documents to benefits desk or vacancy is identified by building administrator.
- ☐ Leave of absence approved by HR Talent, Acquisition & Retention Director
- ☐ Principal contacts HR Talent, Acquisition & Retention Director to discuss replacement needs
- ☐ Principal/AP request list of qualified substitutes from Substitute Services
- ☐ Principal interviews qualified candidate(s) using long-term certificated substitute interview questions
- ☐ Principal completes 2 reference checks on recommended candidate
- ☐ Principal submits hiring recommendation form and hiring materials to HR Talent, Acquisition & Retention Director via Frontline Recruit & Hire.

*If candidate has held a long term position at the school in the last two years, Principal needs only to complete Form 4-P: Long-Term Certificated Substitute Recommendation.

1. Log in to Frontline Recruiting and Hiring and select “Forms”



2. Fill Out a New Form



3. Go to EPS Internal forms to locate 4-P: Hire Recommendation Form: Long-Term Certificated Substitute and check the box then click “Continue with Selected Form”

EPS Internal forms		
☐ 4-A: Hire Recommendation Form: Certificated - preview	Standard Form	Multi-Step
☐ 4-B: Hire Recommendation Form: SPECIAL EDUCATION Certificated - preview	Standard Form	Multi-Step
☐ 4-C: Hire Recommendation Form: Paraeducator - preview	Standard Form	Multi-Step
☐ 4-D: Hire Recommendation Form: SPECIAL EDUCATION Paraeducator - preview	Standard Form	Multi-Step
☐ 4-E: Hire Recommendation Form: Classified (non-para positions) - preview	Standard Form	Multi-Step
☐ 4-F: Hire Recommendation Form: Coach - preview	Standard Form	Multi-Step
☐ 4-H: Hire Recommendation Form: INTERNAL Summer School Teacher - preview	Standard Form	Multi-Step
☐ 4-I: Hire Recommendation Form: EXTERNAL Summer School Teacher - preview	Standard Form	Multi-Step
☐ 4-J: Hire Recommendation Form: INTERNAL Summer School Paraeducator - preview	Standard Form	Multi-Step
☐ 4-K: Hire Recommendation Form: EXTERNAL Summer School Paraeducator - preview	Standard Form	Multi-Step
☐ 4-L: Hire Recommendation Form: INTERNAL Summer School Classified (non-para positions) - preview	Standard Form	Multi-Step
☐ 4-M: Hire Recommendation Form: EXTERNAL Summer School Classified (non-para positions) - preview	Standard Form	Multi-Step
☐ 4-N: Hire Recommendation Form: Maintenance - preview	Standard Form	Multi-Step
☐ 4-O: Hire Recommendation Form: Administrator/Director - preview	Standard Form	Multi-Step
☒ 4-P: Hire Recommendation Form: Long-Term Certificated Substitute - preview	Standard Form	Multi-Step
Interview Questionnaires		
☐ Add YOUR OWN Questions - Interview Questionnaire (Copy) (Copy) - preview	Interview Questionnaire	Single-Step
☐ Job ID:3867 - 1st Grade Teacher - (2021-22 School Year) at Tambark Creek - preview	Interview Questionnaire	Single-Step
Level 1 Certificated Screening		
☐ Level 1 Certificated Screen - test - preview	Standard Form	Single-Step
Continue with Selected Forms »		

4. Add the job posting number (if applicable) and the associated applicant then click “Next”

This form can be linked to other items. Required items are marked with an *.

Select associated **job posting** —

and

* Select associated **applicant** —

« Prev Next »

General Long-Term post ID
5149

5. Fill out the required items marked with an asterisk, sign the document, and submit form

*Applicants who do not hold the appropriate endorsement require a [Plan of Assistance](#).