High Desert Education Service District

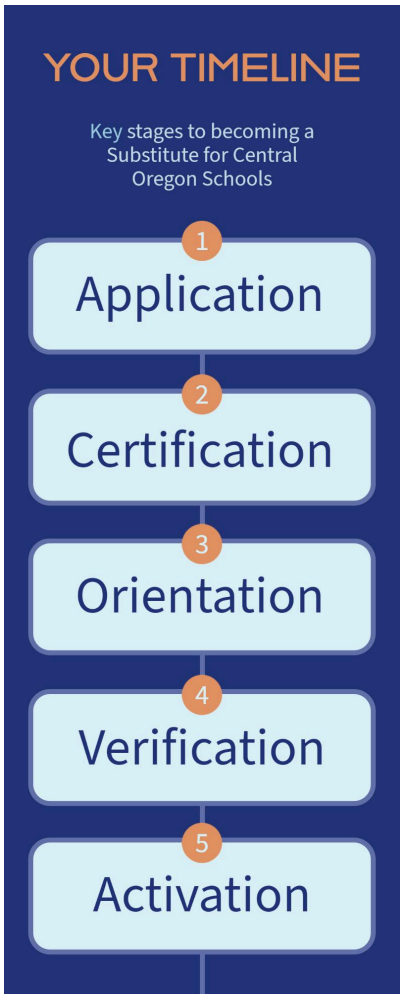
Substitute Onboarding Checklist Feb, 2026

1. APPLICATION Choose and apply for the appropriate position:

Licensed Substitute Teacher (must already hold a valid Oregon teaching license via TSPC (TSPC Licensing Tutorials) (TSPC Licensing FAQs).

Restricted License Substitute Teacher (must hold a bachelor's degree or higher, but do not hold a standard Oregon teaching license. If you already hold an active TSPC Restricted Substitute Teacher license with sponsorship from another Oregon school district - please note that on your application.)

Classified Substitute (non-licensed classroom and school support roles).



- ☐ Apply online at: https://jobs.redroverk12.com/org/1934
- ☐ Your application must include:
  - ☐ A cover letter describing your experience with youth.
  - ☐ A full work history (up to 15 years).
  - ☐ Three references with valid email addresses.
  - ☐ Once you submit your application, look for a confirmation email to confirm it was received.

2. CERTIFICATION To work as a substitute, your certification depends on the type of role you're applying for. Please read the section that applies to you:

- ☐ **Licensed Substitute Teaching Applicants**
  - ☐ Your license is current and valid through Oregon TSPC. Include your license credential number on your application
- ☐ **Restricted License Substitute Teaching Applicants** You do not hold a current Oregon Teaching License, but you:
  - ☐ Hold a Bachelor's degree or higher, from an approved accredited college, university or institution. Check your institution here: DAPIP Database.
  - ☐ You're eligible to apply for the "Restricted Substitute Teacher" position through the High Desert ESD Application Portal.

Follow these steps carefully:

- ☐ Submit your HDESD application. Our team will review and determine if we can sponsor your Restricted Substitute License.
  - ☐ Wait for approval If approved, you'll receive an email from us with step-by-step instructions on applying through TSPC.
  - ☐ ⚠️ *Do not* apply for your license through TSPC until HDESD sponsorship is confirmed.
  - ☐ *Only* apply for the **Restricted** Substitute License type. No other license type is eligible.
  - ☐ Apply for your license via TSPC (TSPC Licensing Tutorials) (TSPC Licensing FAQs).
  - ☐ Submit your TSPC application and pay the required fees.
  - ☐ Request that your HDESD sponsorship letter be uploaded to your TSPC account.
  - ☐ Register for your in person mandatory HDESD substitute orientation date.
- ☐ Complete TSPC requirements
  - ☐ Fingerprinting and background check (required by TSPC).
  - ☐ Submit your College/University transcripts.
  - ☐ Monitor communication from TSPC & your TSPC account for your background check clearance date.

- [ ] Notify annmarie.anderson@hdesd.org once your clearance date appears in your TSPC account.

- [ ] **Classified Substitute Applicants** serve in roles such as educational assistant, secretary, or support staff:
  - [ ] You do not need a teaching license through TSPC.
  - [ ] However, you must be fingerprinted unless you already have prints on file with a local Oregon school district or ESD.
  - [ ] You will be given an official fingerprinting invitation at your in-person orientation.

3. ORIENTATION

All applicants must attend an in-person orientation to continue onboarding. Think of this as your interview! Orientation is required and must be completed in person — no virtual option is available.

What to expect:

- [ ] Once your application is reviewed and approved, you'll receive an invitation link to register for orientation.
- [ ] After selecting your date, you'll get a confirmation email with instructions.
- [ ] **Attend** your chosen in-person **Substitute Orientation**, 9am-1:00pm in Redmond, OR.

What to bring:

- [ ] Once your orientation is confirmed you will be asked to come prepared to complete the following forms in person with our HR team.
  - [ ] I-9 form and necessary government issued IDs. Passport, drivers license, birth certificate, social security card
  - [ ] Licensed and Restricted Licensed holders may bring proof of their Oregon TSPC license, or TSPC application status.

Other info:

- [ ] Your photo will be taken for your badge.

4. VERIFICATION

After orientation, ALL applicants must complete the following:

- [ ] Drug Screening – must be completed the same day you attend orientation by 4:00 PM (no appointment needed).
- [ ] Background Check – Watch for an email from BIB bchex and complete the online check promptly.
- [ ] Vector Training – Complete the mandatory online training (details in your orientation invitation).
- [ ] Fingerprinting – Required for ***Classified Substitutes*** who have not been previously fingerprinted in local Oregon schools, instructions will be offered at orientation.

Once your background checks have cleared you will be invited via email to complete and **submit electronically** the following mandatory onboarding and payroll forms through our application portal Red Rover. Example of the forms here: HDESD Substitute Documents & Forms

- [ ] Direct deposit form & voided check or bank direct deposit authorization form.
- [ ] Payroll info form.
- [ ] W 4 Oregon.
- [ ] W 4 Federal.
- [ ] Misconduct Disclosure Release Form

⚠️ Please note: It may take up to 3 weeks to receive clearance from outside agencies. We cannot move you forward until all above background processes are complete.

- [ ] While you wait: Prepare to be an amazing substitute with SubSchool Consider taking this optional, unpaid training SubSchool - How to Be a Professional Substitute

5. ACTIVATION - RedRoverk12.com (Absence Management System)

Once all onboarding steps are complete, you'll receive an email from annmarie.anderson@hdesd.org confirming that you're ready to activate your Red Rover account.

Before you can work, you must:

- [ ] **Pick up your official HDESD Substitute Badge in person at:**
  2804 SW 6th St, Redmond, OR 97756
  Bring a photo ID. You may send someone on your behalf; they must also bring ID and be pre-scheduled with your permission to collect the badge.

Next Steps:

- [ ] Look for your Red Rover Substitute system invitation via email.
- [ ] Activate your account and set your preferences.
- [ ] Add Tiffany Whitehurst (541-693-5626) to your phone for placement help.
- [ ] Call Tiffany directly 6:00 am - 2:00 pm if you'd like assistance getting started, and when you would like help finding or managing a position.
- [ ] Use Red Rover to search for jobs and book your first and future assignments.
- [ ] Take your first position within 6 months of onboarding to remain active in our sub pool.

📌 *Important*: Let us know when you've completed your first job!
Email tiffany.whitehurst@hdesd.org with your first date and school so we can enter you into payroll.

ONGOING RESPONSIBILITIES & PAYROLL

- [ ] Arrive on time. Schools have very low tolerance for late or missed jobs, so communicate if a problem arises. You are essential to the success of the building operations and education of students every time you sub.
- [ ] Communicate professionally and courteously with the schools Office Manager & the Educator you supported - feel free to leave them your contact information. Networking is valuable.
- [ ] Wear your badge with the attached RAPTOR barcode and always bring a personal photo ID. If your badge is lost or stolen, notify us immediately.
- [ ] Get Paid:
  - [ ] YOU MUST **Save** all hours worked **by the 1st of each month** in your Red Rover time tracking system.
  - [ ] Save as you go! Save every evening you work to avoid missing hours.
  - [ ] Communicate with **the school office manager** immediately if your position needs to be edited or changed.
  - [ ] Payday is the 15th, except in June (paid on the last workday of the school year).
  - [ ] Work Minimum: All substitutes are expected to serve in at least 10 positions per year.
  - [ ] Stay in touch: Let us know if your availability changes or if you'll no longer be subbing.

LICENSED & RESTRICTED LICENSE REMINDERS

- [ ] Monitor your license expiration! TSPC does not notify us when you renew your license.
- [ ] Email tiffany.whitehurst@hdesd.org when your license is issued or renewed. You cannot work if it expires.

- ☐ Restricted License holders: When you renew, request an updated HDESD sponsorship letter for your TSPC account every time you renew. 2025-2026: Request for Restricted Substitute License Sponsorship Letter

UPDATE YOUR INFO

- ☐ If your address, contact info, or payroll details change — let us know right away so we can update our records.

ANNUAL REQUIREMENTS

- ☐ Each school year - serve in a minimum of 10 substitute positions.
- ☐ Each Fall, complete the mandatory Vector SafeSchools training to remain active.

We're Here to Help! HDESD HR TEAM CONTACT INFORMATION:

Ann Marie Anderson		
Recruit/Retain & Substitute Onboarding	annmarie.anderson@hdesd.org	541-693-5621
Tiffany Whitehurst		
Substitute Placement Specialist	tiffany.whitehurst@hdesd.org	541-693-5626
Kristen Johns		
Human Resources Manager	kristen.johns@hdesd.org	541-693-5625
Stacy Kelley		
HDREC Receptionist	stacy.kelley@hdesd.org	541-693-5600
Sally West		
Injuries/ Workers Comp	sally.west@hdesd.org	541-693-5606

Thank you so much!

You're an essential part of Central Oregon's schools — every day you substitute, you make a difference. We're proud to have you on our team!