

# Baltic School District 49-1

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[www.baltic.k12.sd.us](http://www.baltic.k12.sd.us)

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**Robert Sittig**  
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Dear Prospective Substitute Teacher,

Thank you for your interest in substitute teaching with the Baltic School District. You provide a valuable service to our district, and we appreciate your efforts. The Baltic School District substitute teacher application is available on the school district website at [www.baltic.k12.sd.us](http://www.baltic.k12.sd.us) . Please complete the application and return it to the address in the letterhead.

As you may or may not be aware, current state law requires schools to conduct criminal background checks on all new employees hired after July 1, 2000. If you have not previously substituted in the Baltic School District, you will need to go through such a background check. When a substitute is employed by more than one school district, it is not necessary for each school to conduct a criminal background check on that person. Rather, one criminal background check may be conducted and the results of that check made available to each school. Therefore, as a prospective substitute in the Baltic School District, it will be necessary for you to provide a copy of the documentation that states that a criminal background check has been conducted and that no criminal history was discovered that would disqualify you from substitute teaching in our district. If you need additional information on the background check process or need assistance in completing the process, please feel free to contact me. Also, please be advised that it is the policy of the Baltic School District that the cost of the criminal background check is the responsibility of the substitute teacher.

When you first substitute in the Baltic School District you will receive a Substitute Teacher Handbook that describes all policies and procedures applicable to substitute teachers. If you would like a copy of this handbook prior to your first day of substituting, please contact me.

The Baltic School District compensates substitute teachers as follows:

Non-certified substitutes	\$80 per day
Certified substitutes (You must provide a copy of your teacher certificate)	\$90 per day

Substitutes who have accumulated 10 days in the Baltic School District	Additional \$10 per day
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Long term substitutes (defined as 6 or more consecutive days in the same position)	\$110 per day
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I hope this letter provides you all of the information necessary to make your employment as a substitute teacher with the Baltic School District a success. If you have any questions, please feel free to contact me.

Sincerely,  
Bob Sittig  
Superintendent/Elementary Principal  
Baltic School District 49-1