



Crook County School District (CCSD) – Pathway to Substitute Teaching

CCSD contracts with High Desert Education Service District (HDES) to provide substitute teachers for our District. All of our substitute teachers are employees of HDES and subject to their policies and procedures.

In order to be eligible, substitute teachers must have a teaching license through TSPC. Those who have a Bachelor's Degree, can apply for a Restricted Substitute License with a letter of support from CCSD.

The process for obtaining a Substitute License to work in CCSD schools is:

1. Contact Sean Corrigan, Director of Human Resources at sean.corrigan@crookcounty.k12.or.us
 - Provide your full name, email address, phone number and the Bachelor's Degree earned
2. Apply for a Restricted Substitute Teaching License by accessing the following links:
 - TSPC e-Licensing link and directions: <https://www.oregon.gov/tspc/LIC/Pages/default.aspx>
 - e-licensing portal: <https://apps.oregon.gov/TSPC/eLicense>
3. Complete a TSPC fingerprinting and background check – TSPC's online application page will explain how to do this. Substitute teachers are not authorized to work until this background check is complete. This may take 1-2 weeks to complete.
4. High Desert ESD will contact you to complete the following before you begin:
 - Employee onboarding or hiring process
 - Drug and Alcohol testing
 - Safe Schools online trainings
5. Once applicants have completed HDES requirements and the fingerprinting and background check, HDES will let them know when they are eligible to work in the schools. HDES estimates that the process will take approximately two weeks.