



Left to Right: Ann Marie Anderson, Sally West, Tiffany Whitehurst, Kristen Johns, Anna Higgins, Jamie Benton and Stacy Kelley

This team supports:

10 School Districts and
Private/ Charter School

1,000+ Substitutes

3,100+ Educators

29,000+ Students

in 96 locations
throughout Central
Oregon!

Substitute Services

High Desert ESD helps find and manage substitute teachers and educational assistants for many local school districts



**Central
Oregon
Schools
Need
You!**



High Desert
Education Service District
www.hdesd.org



Great success with our new placement software

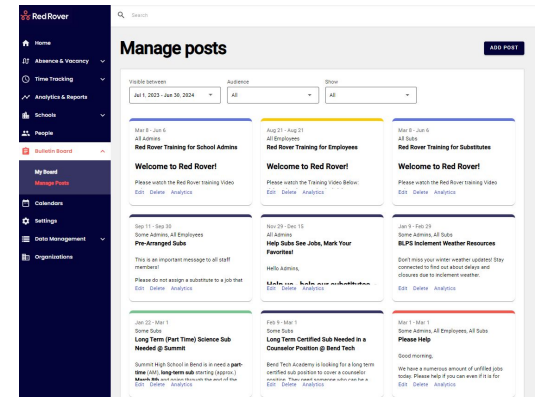


Highlights:

- Currently we have over 1000 substitutes in our pool of which approx
 - 860 hold a License
 - 320 hold a Restricted License
 - 145 are Classified Substitutes
- Our Placement Specialist's day starts at 6am


Red Rover software helps with
Sub's Timesheets submission
Data collection
Messaging
Recruiting for special or long term positions for our
District Partners.

96% fill rate 23-24 school year




Who are our Substitutes?


SUBSTITUTE TEACHER *Spotlight*




"I am so passionate about subbing I could write a book on it!" -- Kendra McCamey




WE ARE HIRING!




SUBSTITUTE TEACHER *Spotlight*



"I recently retired after 30+ years as a classroom teacher, however I wasn't ready to stop working with young children. Subbing in an early intervention or early childhood special education classroom has been very rewarding. I truly believe I am making a difference in the lives of these children." Cathy Cron



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SUBSTITUTE TEACHER *Spotlight*



"Every school that I was in this year, I felt genuinely welcomed and appreciated for being there!" -- Randy James



WE ARE HIRING!



- Our District Partner's future employees!
- Our States past employees and newly retired educators arriving in Central Oregon with decades of professional experience
- Business professionals looking for a career change or meaningful way to serve their community
- Subs want flexibility, diversity, and to be seen as a respected professional helping out our schools

Train to Retain!

Paid professional, relevant, training

HDES Substitue PAID Required Training Number 1

Due on your May, 2023 TimeClock Time Sheet

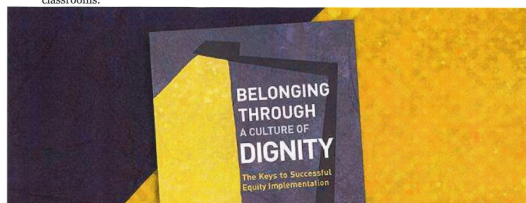
- 1) You will receive an email from Sol Joye sj@orsn.org with invitation instructions to log into the ORSN Oregon Research Schools Network training platform. We are so excited to offer you this experience that was developed specifically with our Substitutes in mind.



HDES Substitue PAID Required Training Number 2

Due on your May, 2023 TimeClock Time Sheet

- 1) You will receive an email from hsubstitute.team@hdesd.org with a link to this e-book title.
 - The link comes with instructions on how to download the book.
 - If you have technical difficulties with the download contact techhelp@hdesd.org
 - We are so excited to offer you access to this title and 8 hours of paid training time to study information that our Regional Educators have also been studying and implementing in our classrooms.

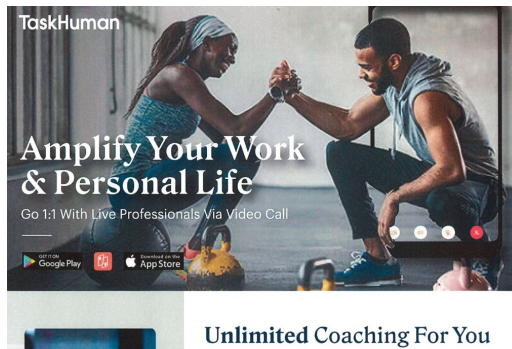
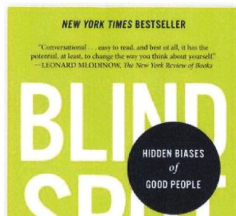


This exciting opportunity to learn, plan, and practice trauma-responsive strategies to transform your classroom! Content includes a deeper

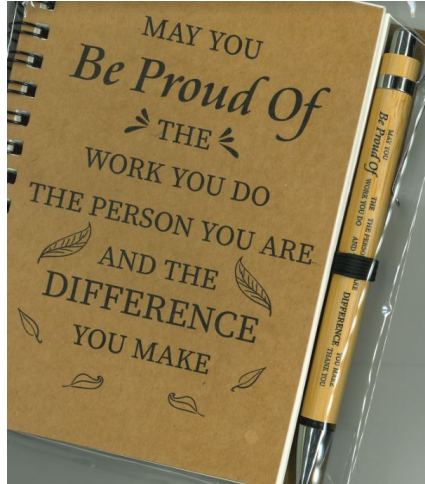
HDES Substitue PAID Required Training Number 3

Due on your May, 2023 TimeClock Time Sheet

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Retention



Thank you to you - our dedicated substitute: Your commitment to our students doesn't go unnoticed. Thank you for being the backbone of our school community!

Your HDES HR Substitute Team,

Ann Marie *Amma* Tiffany *Tiffany* Kristen *Kristen* Jamie *Jamie* Stacy *Stacy*

A big shout-out to you our amazing substitute! Your flexibility and dedication have made a world of difference. Thank you for all you do!

Your HDES HR Substitute Team,

Ann Marie *Amma* Tiffany *Tiffany* Kristen *Kristen* Jamie *Jamie* Stacy *Stacy*

Thank you, amazing substitute, for your tireless efforts and unwavering support. Your hard work ensures our students continue to thrive. You're appreciated more than words can say!

Your HDES HR Substitute Team,

Finally, let's celebrate the Substitutes among us who have already served in over 100 assignments this school year!

Check out this amazing list!

Folks named below: Look for a special gift heading your way via the USPS.

Morgan W. 150 days in BLPS	Rachel C. 130 days in BLPS	Kelly S. 122 days in BLPS	Rachel E. 121 days in HDES
Rocky D. 119 days in BLSP	Karen G. 119 days in HDES	Erin K. 118 days in BLPS	Janet B. 111 days in Crook Co.
Madeline L. 109 days in HDES	Melanie N. 109 days in BLPS	Denise A. 106 days in BLPS	Michael B. 105 days in Crook Co.
Tess H. 104 days in BLPS	Elizabeth F. 103 days in BLPS	Tia P. 103 days in Culver	Vanessa W. 101 days in RSD
Jamie C. 101 days in Crook Co.			





Public Relations = Recruitment

SUBSTITUTE TEACHER Spotlight



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 **WE ARE HIRING!** 

THE BULLETIN
EMPOWERING OUR COMMUNITY bendbulletin.com

Education in Central Oregon



HELPING TEACHERS, STUDENTS AND SCHOOLS THRIVE

Substitutes want to make a difference, as pandemic-induced demand continues

BY KIMBERLY HANDELSON FOR THE BULLETIN

For the past year, the High Desert Education Service District has been looking for substitutes to fill in for teachers who are out of the classroom. The pandemic created a shortage of substitutes, and the district is now looking for substitutes to fill in for teachers who are out of the classroom. The pandemic created a shortage of substitutes, and the district is now looking for substitutes to fill in for teachers who are out of the classroom.

Education FOLLOW 2 Followers

Special Report: Shortage of substitute teachers challenges schools on the High Desert



By Sara Clinebell FOLLOW

March 6, 2024 6:41 PM Published March 5, 2024 11:58 AM

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The Summit Pinnacle

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News

Wanted: Substitute Teachers

Resulted in 535 Applicants in the 23-24 School Year!


SUBSTITUTE TEACHER Spotlight



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HELPING TEACHERS, STUDENTS AND SCHOOLS THRIVE

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BY KIMBERLY HANDELSON FOR THE BULLETIN



Kendra McCarney helps a student with a writing assignment while the substitute teacher at her High Desert Elementary school. (Bend Bulletin)

Working as a substitute

The High Desert Education Service District is looking for substitutes to fill in for teachers who are out of the classroom. The pandemic created a shortage of substitutes, and the district is now looking for substitutes to fill in for teachers who are out of the classroom.

Recruitment Efforts

Specific Target Market Advertising



Central Oregon Schools Need You!

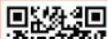
High Desert Education Service District helps find and manage substitute teachers and educational assistants for many local school districts including:

Bend La Pine Schools
Redmond
Crook County
Sisters
Culver
Powell Butte Charter School
Redmond Proficiency Academy
Seven Peaks School

Substitute services are also available for early childhood special education programs and the Central Oregon Intergovernmental Council (COIC).

For more information on substituting, visit us at:
www.hdesd.org

Scan to learn more



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For more information contact
AnnMarie Anderson at
annmarie.anderson@hdesd.org



Clear is Kind.

Fresh job descriptions with clear expectations.

Onboarding Checklist & Timeline.



Substitute Onboarding Checklist MAR, 2024

1. APPLICATION

- ☐ Apply via the HDESD application portal for **Substitute Teacher** or **Substitute Education Assistant/Secretary**, visit <https://highdesert.tedk12.com/hire/Index.aspx>
 - ☐ Submit a cover letter noting your experience working with youth, application, and work history via application portal.
 - ☐ Receive the automated confirmation email that the application was submitted.

2. CERTIFICATION

- ☐ **Teaching License** is current and valid through Oregon TSPC (This can take 10 to 12 weeks but once you have fingerprints and background check approval - notify us. You can work for 90 days while your application with TSPC is in process.) Please check on your license status often and keep it renewed.
 - ☐ Pay attention to all communication from TSPC - know your license expiration date! Notify tiffany.whitehurst@hdesd.org immediately when your license has been issued or your expiration date changes.
 - ☐ Check out these helpful TSPC 'how to' sites:
<https://www.oregon.gov/tspc/LIC/Pages/eLicensing-Tutorial.aspx>
<https://www.oregon.gov/tspc/LIC/Pages/Licensing-FAQs.aspx>
- ☐ **Restricted Sub License** sponsorship from HDESD.
 - ☐ You have your Bachelors Degree or higher, but not a Teaching License.
 - ☐ You are eligible to apply for the "Licensed Substitute Educator" job through the [High Desert ESD Application Portal](#).





Questions?

