

Oglala Lakota County School District 65-1

Ann Red Owl
605-502-0048

Sherrie Has No Horse
605-401-5797

Calsee Has No Horse
605-502-0050

Joni Salomon
605-502-0050



OLCSD Mission
To Strengthen the Lakota Identity and
Values of Students and to Assure Their
Overall Well-Being and Academic Success.

Fax: 605-646-9266

2025

Application Process

1. Application must be submitted and completed, can fax, email or drop off at a school.
2. Fingerprints and Drug test prior to working.
3. Interview if available position.
4. Hire pending cleared background check and drug test.
5. Substitute as needed. If you would like to substitute let us know.
6. Keep phone numbers updated on your application.

Failed background check or failed drug test results will disqualify your application. Failed drug test has a 6 month waiting period

Any missing documents or falsified application information will void your application: All experience must be listed on your application. High School or GED copy, College transcripts, Valid Picture Identification, Valid Social Security Card, and other identification copies required. Must be 18 years old to apply.

Information for Temporary and Substitute Staff

Background check and drug/alcohol test completed prior to substituting.

Substitute and Temporary Staff are not guaranteed to work everyday.

Substitute/Temporary pay is \$17.00 per hour except Teacher substitute.

Custodian, transportation, aide, school resource officer, cooks, etc, Substitute pay doesn't reflect college credits or experience.

Classroom Teacher substitutes: Non degreed or non teaching degree \$125.00 per day, Degree/no teaching certificate \$150.00 per day, Teaching degree/not certified \$175.00 per day, Teaching degree with current teaching certificate \$200.00 per day.

Transportation Daily Pay: Am and Pm constitutes 1 run.

Non CDL: \$59.12 daily, CDL C: \$70.72 daily, CDL B: \$119.42 daily

If you go through interview and are selected and board approved starting hourly for Aide, Custodian, Cooks and receptionist is \$17.00 hour. If you are selected for Mechanic, Groundskeeper, Maintenance, and all clerical beginning hourly is \$20.18.

1. Please adhere to the Dress Code Policy. You can pick one up with a building secretary.

2. If you have an accident while at work, you need to get 2 Workmen's Comp forms from your secretary to fill out. There are **2** forms that need to be submitted to the HR office as soon as possible. Before you leave for Medical Care you need to call 877-337-2156.
3. Lunch is available for **\$5.00** or you can purchase a meal ticket. See your secretary.
4. Transportation drivers: Before you are allowed to transport children, you must have a driver's physical and a valid driver's license on file.

Oglala Lakota County School grounds are smoke free environments. Each site has a designated smoking site. Ask your building secretary.

Work day, breaks and time clock

This is a reminder that no other person or employee is allowed to clock in/out for another employee or alter another employee's time card or time sheet. If an employee is unable to clock in/out, his/her supervisor or another administrator may do so and must initial the time card or time sheet accordingly. Failure to abide by this policy will result in disciplinary action which may include immediate termination.

Employees work day begins at 8:00am, coming in 15 minutes late and staying 15 minutes late to make up time is not acceptable. Cooks and bus drivers have varied work hours which have been worked out by Supervisors.

LEAVE:

No leave unless you receive a contract.

BREAKS: Classified staff (REMEMBER to Clock out for LUNCH BREAK)

Please talk to your Classroom teacher or building principal to approve breaks and lunch break. Breaks and Lunch break schedules must be approved by a building Principal and or assigned classroom teacher. If you have questions about your responsibilities as a substitute, visit with a building Principal.

PAY DAY:

Please check your timesheet and time clock records prior to signing them. If any time records are missing or not signed, or your W4 was not turned in this will delay your pay check.

Example: The time clock/sheet pay is 2 weeks behind.

Paydays is July 11 and every 2 weeks after on Fridays.

Example: The time clock/sheet pay is 2 weeks behind.

Temporary employees and probationary employees have no leave or health benefits. Temporary and probationary staff is paid for hours worked only. **No Pay for holidays or non-school day pay. (Weather, funeral, Thanksgiving and Christmas vacation).**

Injury in the workplace

If you have an injury while on duty, on our school grounds, you must let your supervisor know of the injury and complete Workmens comp forms within 3 days of injury. Call HR 502-0048 office for information.

Please call 605-502-0053, the payroll office for any questions about paystub, leave, W4, timesheets and time clock.

Please call 605-502-0048, for vacancy openings or applying for positions or any questions.



Oglala Lakota County School District 65-1 "An Equal Opportunity Employer"
206 School Street P.O. Box 109
Batesland, SD 57716
Office: 605-502-0050 Fax: 605-626-9266

Position(s): _____ Date received: _____

Personal Information: **Please complete the application, (see resume is not sufficient.)**

Full Name: _____
Last First Middle Initial Maiden

Mailing address: _____
Street Box City State Zip

Date of Birth: _____ (Must be 18 years of age to apply)

Telephone Number: _____ / _____ / _____
Home Work Cell phone

Social Security Number: (Optional) _____

Email address: _____

What School location are you interested in working? _____

How did you hear about us? _____ social media _____ friend/family _____ website

EDUCATIONAL PREPARATION (Most recent first) High School Diploma not required may substitute applied experience. Do you have a high school diploma/GED? _____

EDUCATIONAL ATTAINMENT: _____ Bachelor's Degree + _____ Sem. Hrs.
_____ Associate Degree _____ Master's Degree + _____ Sem. Hrs.
_____ Para Certificate _____ Specialist.

Month / Day / Year available for employment: _____ / _____ / _____

Are you an honorably discharged military veteran? ____ Yes or ____ No

Military Service? ____ Yes ____ No (If yes) Dates of Service: _____

Are you a U.S. Citizen? ____ Yes. ____ No If no, are you eligible to work in the U.S.? ____ Yes ____ No

WORK EXPERIENCE (Most recent first) Include Military (If needed use a separate paper)

Employer and Location	Position	Employment Dates	Supervisor and contact number	Reason for Leaving

Please provide 3 work related references with contact information.

1. Name _____ Position: _____ Work Phone: _____
Cell Phone: _____ Email: _____
2. Name _____ Position: _____ Work Phone: _____
Cell Phone: _____ Email: _____
3. Name _____ Position: _____ Work Phone: _____
Cell Phone: _____ Email: _____

IMPORTANT ADDITIONAL REQUIREMENTS

1. A personal interview is required before an applicant can be recommended for contract.
2. Pursuant to Policy School Employee Certificate of Health will be required prior to beginning employment.
3. The district, will perform a criminal records check, driving record, and reference check.
4. Upon acceptance of a contract, the applicant must provide a complete original transcript of credits (if applicable for position).

Background History (If the answer to any of the following questions is "yes" please include an explanation on a separate page.)

1. Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

If yes, explain: _____

2. Do you have a valid South Dakota Driver's license? (if position requires) _____
3. Have you ever had a driver's license revoked or suspended? If so, when and where? _____
4. Have you ever been charged or convicted of criminal conduct or felony? _____
5. Are any criminal charges or proceedings pending against you? If so, when and where? _____
6. Have you ever been convicted of a drug or alcohol related charge? If so, when and where? _____

NOTE: DUI/DWI conviction in the past 10 years will disqualify you as a bus driver.

Please circle Extra-Curricular position you are interested in applying for.

Athletic

Elementary Archery Coach	Elementary Assistant Football Coach
Elementary Boys Assistant Coach	Elementary Boys Basketball Coach
Elementary Cross-Country Coach	Elementary Football Coach
Elementary Girls Assistant Basketball Coach	Elementary Girls Basketball Coach
Elementary Track Coach	Elementary Volleyball Coach
High School Archery Coach	High School Assistant Football Coach
High School Assistant Football Coach	High School Assistant Girls Basketball Coach
High School Bowling Club Advisor	High School Boys Assistant Basketball Coach

High School Boys Basketball Coach	High School Cross Country Coach
High School Football Coach	High School Girls Assistant Basketball Coach
High School Girls Basketball Coach	High School Golf Coach
High School Strength and Conditioning Coach	High School Track Coach
High School Volleyball Coach	High School Wrestling Coach
High School Cheer Dance Team	High School Sideline Cheer

Other Extra-Curricular not listed: _____

Club

Elementary Cheerleading Sponsor	Elementary Chess
Elementary Dance Club (wacipi)	Elementary Handgames Sponsor
High School Cheerleading Sponsor	High School Chess
High School Concessions	High School Dance Sponsor (wacipi)
High School E Sports	High School Hand Games Sponsor
High School Journalism Advisor	High School Lakota Hand Game Club Sponsor
High School Lakota Regalia & Beading Club Advisor	High School National Honors Society
High School Newspaper	High School Senior Class Advisor
High School Student Council	High School Yearbook
SDHSRA Rodeo Club	

Other Club not listed:

 Please provide more details regarding your experience or interest in your selected extra-curricular activities. For instance, provide details on any experience as a participant at the high school or college level or as a director, coach, supervisor, or sponsor.

 1. Please explain how your past personal and professional experience make you a quality candidate for the position for which you are applying.

 If needed, will you be available for evenings or weekends? ___Yes ___No

Will you need transportation to and from work? ___Yes ___No

Will you need day care? ___Yes ___No Do you need housing? ___Yes ___No

Are you currently under certified contract? ___Yes ___No If yes, where _____

Have you ever had your teaching certificate or teaching license revoked or suspended? ___Yes ___No

If yes, explain _____

Please list the name or names of current staff member who referred you. They will receive a monetary bonus.

Copy of High School diploma or GED (if required), College Transcripts, Para- professional certification, valid commercial driver's license, commercial driver physical card, Teacher certification, cook certifications and any other documents you would like to submit must be attached with application

According to the Oglala Lakota County School District policy, you must submit to a drug test and criminal background check prior to employment.

The Oglala Lakota County School District provides equal opportunity in employment to all persons regardless of age, race, creed, color, sex, national origin, religion or disability.

**Oglala Lakota County School District
P.O. BOX 109
BATESLAND, SD 57716**

READ CAREFULLY:

I hereby certify that answers given are true and complete to the best of my knowledge, and I understand that if I am employed, **false statements on this application**, whenever discovered, may be sufficient cause for immediate dismissal at the district's discretion.

I further understand that if I accept a position with the Oglala Lakota County School District, these statements will become part of my permanent record.

Date

Signature of Applicant

Any failure to submit pertinent documentation (transcripts and or degrees) or falsify information, will void your application process.

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AUTHORIZATION FOR PRIOR EMPLOYER TO RELEASE INFORMATION AND PERSONAL INFORMATION

(Please read the following statements, sign below, and return to the Human Resources office.)

I hereby authorize a representative of Oglala Lakota County School District bearing this release to obtain any information from, past employers, criminal justice agencies, or individuals, relating to my application. This information may include, but is not limited to, performance, attendance, professional history, disciplinary, and felony or misdemeanor criminal records, motor vehicle records, including arrest and convictions, unless prohibited by state or federal law. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by Oglala Lakota County School District and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

I attest that all information given by me on my application is accurate including experience, dates, and criminal record information. All information provided is factual and cannot be edited if and after employment is attained.

Any failure to submit pertinent documentation (transcripts and or degrees) or falsify information, will void your application process.

(Applicant Name print & signature)

(Date)