



COLLEGE PLACE PUBLIC SCHOOLS

1755 South College Avenue
College Place, WA 99324
(509) 525-4827

CERTIFICATE OF EMPLOYMENT

To be completed by Administrator:

_____ is to be employed as
(type in the name)

_____ at _____
(type in the position) (type in school name)

Type of Position:

Certificated Contract → **Start Date** _____

- Full Time – 12 month**
- Regular Part-Time - less than 12 month**
- Temporary**

- Work Pattern:**
- Monday**
 - Tuesday**
 - Wednesday**
 - Thursday**
 - Friday**
 - Saturday**
 - Sunday**

Start Date: _____

End Date: _____
(temporary employee only)

Work time schedule: _____

Hours a day _____

- Substitute (on call as needed)**
- Supplemental Pay Agreement (coaches, etc.)** _____
(type name of Supervisor)

Start Date: _____

End Date: _____

(signature of Administrator)

(type in Date)

| | |
|--|--|
| To be completed by superintendent's office | Rate of Pay: _____ |
| | Timesheet / Contract (circle one) |
| | Benefits: Yes / No (circle one) |
| Superintendent's Signature | Code # _____ (type program # to be paid from) |

Vision: Focus on kids and their learning

Mission: Prepare kids for their future successes beyond College Place Public Schools.

College Place Public Schools is an equal opportunity employer and complies with all requirements of the ADA