SUBSTITUTE TEACHER

Northside Independent School District Human Resources Substitute Office 5617 Grissom Road San Antonio, Texas 78238

QUALIFICATIONS

- Valid Teacher's Certificate or completed at least 90 semester hours from an accredited college or university with a minimum GPA of 2.5.
- Ability to speak, read and write English well enough to carry out duties of the job.

SALARY

Full-Day Rates		Hait-Day Rates	
Certified Teachers	\$90.00	Certified Teachers	\$60.00
Bachelor's Degree	\$80.00	Bachelor's Degree	\$50.00
90+ Sem. Hrs.	\$75.00	90+ Sem. Hrs.	\$46.00

APPLICATION/HIRING PROCEDURES

- 1. Complete the On-line Substitute Teacher application. **Incomplete applications will not be processed.**
- 2. Print out your application and bring it to the Human Resources Substitute Office. **See web** site for hours & dates when applications are accepted.
- 3. Bring the following documents completed when you bring in your application.
 - a) I-9 form— NISD participates in E-Verify, a program managed by the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA). U. S. Department of Justice Employment Eligibility Verification—Federal Law requires us to attest to your Identity and your eligibility to work in the U.S. Please bring original or certified documents from the List of Acceptable Documents (listed on back of I-9 Form). Must bring a document from either List A or a combination of documents from List B and List C, e.g. Driver's License and Social Security Card. In addition to presenting the actual documents to us, you MUST provide a copy of the documents as well for your employee file.
 - b) W-4 Form— Employee's Withholding Allowance Certificate
 - c) Official College Transcripts (if not a certified teacher) or Copy of Teacher Certificate (if certified)
- 4. You will be assigned to an Orientation Session after we have reviewed your application and documents. We will <u>not</u> make a reminder call. You will also be given instructions on how to get yourself scheduled for a fingerprinting check. You must bring a copy of your fingerprint receipt to participate in the orientation. Your picture will be taken at Orientation for your Substitute Badge and it will be issued before leaving the Orientation, unless you are required to attend the Substitute Teacher Workshop or if you are missing documentation to complete your file, or if your background check did not clear.
- 5. Must have satisfactory outcome of fingerprinting check prior to starting employment. (*Non-refundable fee paid by employee*)
- 6. Attend an eight-hour Training Workshop if required. This workshop will be provided at no cost to the substitute for persons with no experience teaching children, or at the discretion of Human Resources administration. You will be given the date of the Training Session the day you attend orientation.

NOTE: You must work a minimum of 10 days during the school year. Five of those days should be in the Fall semester and five in the Spring semester.

- PLEASE ATTEND THE ORIENTATION SESSION FOR WHICH YOU ARE SCHEDULED.
 - PLEASE MAKE YOUR OWN COPIES OF DOCUMENTS REQUIRED.

CLICK HERE TO APPLY