

Northside Independent School District
DEPARTMENT OF HUMAN RESOURCES

Substitute Teacher Information

Minimum Qualifications

Possess a valid teaching certificate or completion of at least 60 semester college hours from an accredited college or university.

Application Procedures

(Application packets can be picked up at 5900 Evers Rd., Bldg. "E")

1. Complete Substitute Teacher Application form.
2. Provide copy of Teacher's Certificate or copy of original college transcripts.
3. Complete Criminal History Authorization release form.
4. Complete I-9 Employment Eligibility Verification form.
5. Complete W-4 Withholding Allowance form.
6. Provide copy of TB skin test or negative report of a chest x-ray.
(Must be within 12 months of application.)
7. Schedule to attend next available Orientation

Orientation Requirement

All substitutes new to Northside ISD must attend the two-hour Orientation session prior to receiving the substitute badge and working as a substitute teacher for Northside. At this Orientation, the substitute will be given the Substitute Teacher Handbook, learn about the automated Sub-finder system, and discuss the duties and responsibilities of the substitute teacher.

Training Requirement

Persons who have never taught children before are required to complete the District's mandatory six hour training program prior to working as a substitute teacher. In this training session, the substitute will be given basic skills in classroom management, discipline strategies, and information for succeeding with special needs students.

Substitute Salary

Full Day:

| | |
|---------------------------|------|
| Certified Teachers..... | \$85 |
| 90+ Semester Hours..... | \$70 |
| 60-89 Semester Hours..... | \$65 |

Half Day:

| | |
|---------------------------|------|
| Certified Teachers..... | \$57 |
| 90+ Semester Hours..... | \$47 |
| 60-89 Semester Hours..... | \$43 |

