

SUBSTITUTE TEACHER APPLICATION INSTRUCTIONS

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

QUALIFICATIONS

- Possess a valid Teacher's Certificate or have completed at least 60 semester hours of academic studies from an accredited college or university.
- Ability to speak, read and write English well enough to carry out duties of the job.

SALARY

Full-Day Rates		Half-Day Rates	
Certified Teachers	\$90.00	Certified Teachers	\$57.00
90+ Semester Hours	\$75.00	90+ Semester Hours	\$49.50
60-89 Semester Hours	\$70.00	69-89 Semester Hours	\$45.50

REQUIREMENTS & 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
Monday thru Wednesday between 8:00 a.m. to 12:00 p.m. and Thursday between 8:00 a.m. to 11:00 a.m.
3. We will need you to bring the following documents completed when you bring in your application.
 - a) **I-9 form**— 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 **not** make a reminder call. 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 offered by Human Resources Division 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 come in for orientation.

Please attend the Orientation Session for which you are scheduled.

**PLEASE MAKE YOUR OWN COPIES OF DOCUMENTS REQUIRED
AS WE WILL NOT BE ABLE TO MAKE ANY COPIES FOR YOU**