

# Substitute Requirements

*No work is guarantee and there are no Benefits as a substitute!  
Substituting is considered a Temporary / Adjunct Position*

## **Substitute Teaching Requirements:**

In order to be hired as a Substitute Teacher

- You must have 60 College Credit Hours, AA Degree or higher
- Complete and Submit the OASIS Application

## **Substitute Classroom Assistant Requirements:**

In order to be hired as a Substitute Classroom Assistant

- You must have 60 College Credit Hours, AA Degree or higher **OR**
- Para-Pro Qualified (You must provide the Para-Pro Test scores)
- Complete and Submit the OASIS Application

## **Substitute Secretary, Lunchroom Monitor, Daycare Worker Requirements:**

In order to be hired as a Substitute Secretary, Lunchroom Monitor, Daycare Worker:

- You need a high school diploma or higher
- Complete and Submit the OASIS Application

## **Application Process:**

1. Complete the **OASIS** application.
2. Submit all required documents
3. Be fingerprinted
4. Attend a Newcomer's Awareness/Ethics Training Orientation
5. You will receive an email once everything has been received or has a date showing it has been completed.
6. You can Contact Personnel for hiring appointment once you have received your email.