

Qualifications & Application Procedures 2005-06

Revised 5-12-05

The minimum requirement for substitute teaching with the Irving ISD is to have an Associate's Degree, 48 credit hours in an accredited institution of higher learning, or successfully pass a rigorous examination of knowledge and ability to assist in instruction reading, writing, and mathematics. In addition to the above requirements, the substitute teacher must be a citizen, or eligible to work in the US, and must successfully clear a criminal history check conducted by the district. The substitute application/file must be complete before the substitute's name will be entered or posted in the SubFinder calling system.

Substitute applications that are received in the personnel office are placed directly on file. Weekly assessments are made on "job fill" rates. When seeing the need to hire more substitutes for the active pool, the applications on file are screened and the most qualified applicants are chosen for general hiring. Screenings are usually done every 4-6 weeks – yielding 60-100 possible applicants for hire.

When an applicant is chosen for hire, their information is submitted for the required criminal history check and upon clearance of that check the applicant is mailed a written confirmation with instructions to complete the hiring process, if they are still interested. A two week period is permitted for the applicant to contact the substitute personnel office and/or complete the required paperwork. *(If no contact is made with the Personnel Office after a 4 week time period, the applicant that has been offered employment will then be removed from consideration.)* When the applicant completes/provides all documents needed, they are scheduled to attend a mandatory orientation session. Once an orientation session has been completed, the substitute is assigned a payroll number, considered an active employee, and is equipped to accept sub assignments. General hiring, for substitute positions, is typically done from July 1st to March 31st each school year.

If accepted or recommended for employment as a substitute teacher, you will be required to file a high school diploma, GED certificate or college transcripts to verify Degree and/or credit hours earned. **If the diploma or degree(s) is from a foreign country, the applicant must first submit the credentials to an independent firm for evaluation – at the applicant's expense. This evaluation will determine if the earned credential is equivalent to the same diploma or degree earned in the United States.**

The substitute teacher must fill out a W-4 Withholding Tax form listing the applicant's Social Security Number to be kept on file. This form is sent to the district Business Office for payroll information and to be kept on file there.

Under the rules issued by the Immigration and Naturalization Service, employers must complete an I-9 form for each employee hired after November 6, 1986. The I-9 form must be completed along with the required documents for identification before the applicant's name is added to the active substitute teacher list.

(See the following link for a list of acceptable documents: http://www.irvingisd.net/pdf_files/Acceptable%20Documents.pdf)

Note: Faxed or mailed copies of document(s) to establish eligibility cannot be accepted. These MUST be verified in person.

We encourage applicants for substitute teaching, who are eligible for certification by the Texas Education Agency, to apply for certification from the State Board of Educator Certification. The State Board of Educator Certification (S.B.E.C.) can be contacted at: 1-888-863-5880 or at their web site < www.sbec.state.tx.us >. If a non-certified substitute is in a regular teaching assignment for more than 30 days, in a particular classroom, the district is required to notify parents of the substitute's status in the class.

Substitutes who accept and work assignments prior to completing an application, W-4, I-9, or clearing the criminal history check are subject to a delay in receiving payment or, in some cases, non-payment.