**ROISD Substitute Teacher Hiring Process**

**Overview:**

Effective substitute teachers take responsibility to ensure that the educational process is not interrupted when the regular teacher/paraprofessional is absent. They provide students with appropriate learning activities and experiences in the subject area, as described in the lesson plans prepared by the classroom teacher.

**Hiring Process:**

Substitute ApplicationApplicants complete the current [substitute application](https://www.applitrack.com/gpisd/onlineapp/default.aspx?Category=Substitute) found online.
Candidate ReviewThe submitted application and credentials are reviewed to ensure applicants are qualified candidates for Red Oak ISD. The reference check process is completed.

Background CheckCandidates must have a clear background check (based on TEA approved fingerprints) before moving on to the next phase of the hiring process. *\*Please note, there may be a delay during this phase if the applicant does not have electronic fingerprints on file with DPS FACT Clearinghouse.*

* State law requires that all substitute teachers have their fingerprints complete prior to entering a classroom. This is a one-time fee and process that is valid for any school district in the state of Texas.

# Processing Date/Orientation

# The onboarding process is handled via email. Please be sure to check your email often (as well as your SPAM folder). If selected, you will be emailed a link that includes new hire paperwork and training videos. This orientation is required prior to substituting in our district. Once the online orientation is complete and required forms are returned, a meeting will be scheduled to complete the substitute process. Required forms include: TRS – Insurance Election, Confidentiality, Notification of Removal, Acceptable Use, Letter of Reasonable Assurance, Video Acknowledgement, and Substitute Handbook Receipt. The following documentation will be required at your scheduled meeting (*please order any documents needed to have ready prior to meeting)*:

* Two Forms of Identification (current Driver’s License and original Social Security Card)
* Voided check or letter from your bank for direct deposit
* W-4
* Form I-9
* Employment Affidavit

**Assignments**When candidates are hired, they can begin accepting Substitute assignments in Aesop. Directions and passwords will be provided.