

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 Application

Applicants complete the current substitute application found online.

Candidate Review

The submitted application and credentials are reviewed to ensure applicants are qualified candidates for Red Oak ISD. The reference check process is completed.

Background Check

Candidates 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.