SUBSTITUTE PROCESS

Substitute Teacher and/or Substitute Assistant:

If you are interested in becoming a substitute teacher or substitute assistant for the Salem School District, the process is as follows:

1. Review the **Substitute Teaching and Non-Teaching Handbook** for important information regarding substituting in the district.

2. Complete and submit an on-line application by visiting the Employment Section of the Human Resources webpage or [click here](http://www.sau57.org/human-resources/fingerprinting). A completed application packet should also contain a cover letter and resume which can be uploaded to the system. It should also contain the names and complete contact information for three (3) professional references along with their e-mail addresses. If you have reference letters, those should be uploaded as well. If you are a certified teacher, please also upload your certification information as well as your transcripts.

3. Schedule an on-line appointment for a substitute screening appointment by selecting **only one** of the dates listed on the “Fingerprinting & Screening” section of the Human Resources page. The link is as follows:

   [http://www.sau57.org/human-resources/fingerprinting](http://www.sau57.org/human-resources/fingerprinting)

4. During the appointment, an administrator will conduct a ten-minute screening to learn more information about you and for you to learn more information about substituting in the district. *Please note that the administrators at each location can screen applicants for all school levels. For example, if you only wish to substitute at the elementary level, you can still be screened by the administrators at the middle school or high school. Again, only one appointment is necessary.*

You do not need to bring anything to your appointment; however, please be sure that you have completed Steps #1 and #2 above. Please arrive at least 5 minutes prior to your scheduled appointment. If you must cancel your appointment, please contact Heather Demers, the Human Resources Assistant, at [heather.demers@sau57.org](mailto:heather.demers@sau57.org), so that she can make the appointment available for another applicant.

If you have any questions, please direct them to the Human Resources Assistant, Heather Demers at [heather.demers@sau57.org](mailto:heather.demers@sau57.org).