SUBSTITUTE PROCESS

Substitute Secretary:

If you are interested in becoming a substitute secretary 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. 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.

After you have completed an application, you will be contacted by the Human Resources Department to schedule an appointment. Please do not schedule an appointment for a substitute screening, these appointments are reserved for applicants that wish to become a substitute teacher and/or substitute assistant.

If you have any questions, please direct them to the Human Resources Assistant, Heather Demers at heather.demers@sau57.org.