SUBSTITUTE PROCESS

Substitute Nurse:

If you are interested in becoming a substitute nurse 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. Please also upload your license information as well as your transcripts. Please note - you must be a New Hampshire Licensed RN or LPN to substitute as a nurse.

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.