

As you begin the process of applying,

- make sure all sections of the application are completed. (incomplete applications will not be considered).
- make sure your application includes at least two professional references (family and friends are **not** acceptable) along with their contact information including email address. One must be a supervisor reference from your most recent employment.

It is your responsibility to log in your application and monitor your references.

Please note: submission of your application **does not** guarantee employment.

Eligibility Requirements

Substitute teaching provides an opportunity to gain experience and see first-hand what it takes to be a successful classroom teacher.

- Must have a minimum of 48 completed college credit hours (verified via transcript); or a Substitute Teacher Certification from an accredited Texas entity or Service Center.
- Must be professional.
- Must possess strong organizational, communication and interpersonal skills.
- Must be flexible in the job assignment.

Substitute Placement and Absence Management

Stafford Municipal School District utilizes Learning Center (formerly AESOP) for substitute placement and absence management. This service utilizes both online and telephone-based systems to communicate available job opportunities. Once you are activated as a Spring ISD substitute, you will receive your account login and PIN number.

Substitutes who work in **multiple districts** have the option of creating a 6-digit multi-district PIN to view available jobs in all of the districts where they are registered to serve. From their online account, substitutes can view and accept available jobs, track past jobs, enter non-work days, enter or update contact information, and set campus and calling preferences.



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