



# Substitute Teacher Information

Please call Classified Personnel @ 548-8051 to verify that your **application and documentation** (i.e. reference forms and transcripts) have been submitted for processing.

## Requirements:

- Updated application [Apply Online](#)
- **High School Diploma/GED**  
Minimum of forty eight (48) semester college hours from and accredited college or university (Remedial, vocational, technical, and repeated courses will not be accepted.)
- 10 years of BISD service as a teacher aide may be substituted for the 48 college hours
- Must participate in an on-line training
- Upon Recommendation candidate must have satisfactory outcome of fingerprinting background check.

## Special Knowledge/Skills:

- Ability to read, write and communicate in English.
- Ability to communicate effectively with diverse groups of individuals in a professional manner.
- Ability to assist students with academic work at the academic grade level appropriate for the assignment.
- Ability to work as a member of a team to provide assistance to students.
- Ability to follow oral and written instructions

**Applicants will be notified via email of the on-line training**

**ON-LINE TRAINING IS A MANDATORY  
REQUIREMENT FOR ALL SUBSTITUTE TEACHERS**

**Current Substitute Teacher On-line Training Info  
will be mailed to you.**