SUBSTITUTE TRAINING
NEW PROCEDURES
STARTING SEPTEMBER 5, 2023

The traditional large meeting before school starts for substitute training has been replaced to make it more convenient for everyone that wants to substitute at Mathis ISD. It will now be available online throughout the school year. It contains easy to follow videos and quizzes to test your knowledge and understanding in the classroom as well as important information needed before your first day of work.

I. Apply Online for Substitute. Applications will be accepted starting Tuesday, September 5, 2023.

- Go to: www.mathisisd.org
- Departments-> Human Resources
- Click on Current Job Openings (RedButton)
- Create an account or log in to an existing account to apply.

2. Once we receive your application, the applicant will be registered for online training. You will receive an email when you can begin your training.

3. All training modules will be required each school year.

4. Bring a copy of your ***certificates of completion*** to the Administration office to pick up a Substitute Hire Packet that is mandatory to complete. Packet is also online under Human Resources.

5. Once all the paperwork is completed and turned in, you will be entered into Frontline to start subbing, and an email confirmation will be sent.

6. If you have never been fingerprinted by the State Board of Education (SBEC), it is a requirement before you can work or turn in your paperwork.

A copy of your driver's license and social security card are required to upload your information to get fingerprinted. This is an out-of-pocket expense for the applicant.

PLEASE CALL DIRECTOR OF HUMAN RESOURCES, JENNIFER ENCINIA, FOR MORE INFORMATION AT 361-547-3378 OR EMAIL AT jencinia@mathisisd.org