

## The Kyrene District In-House Substitute Hiring Process

### **NOW OPEN for the 2023-24 school year!**

In order to be hired and onboarded as a Kyrene District Substitute, all interested persons, including current vendor substitutes, will need to submit a *brief* application through the Kyrene electronic application system. Please know that the application process for substitutes has been modified to simplify this process as much as is legally possible. (Note: The application is modified for interest in “District substitute “only. If applicants select interest in other postings, additional application pages will be required.) We strongly encourage anyone interested in District substitute, including current vendor substitutes, to complete the application process as soon as possible.

#### **Application Directions for Substitutes**

1. From the [Kyrene home page](#) select [Careers](#) , then [Apply Now](#)
2. If you have not previously submitted an application in Kyrene, select *Start an application for employment* located under the External Applicants heading.

OR:

If you have previously submitted an application with Kyrene, click on *Log In*. (A forgot password link is located on the log in screen if needed.)

3. Complete the required applications fields, upload a copy of your current ADE Substitute or Teaching certificate and valid Arizona Fingerprint Clearance Card and *submit* your application. (If an applicant does not currently hold these items, they may submit and upload the documents at a later date.)

Upon completion of a substitute application with Kyrene, you will be invited to attend an onboarding session. We are planning to hold onboarding meetings on multiple dates and these sessions will be scheduled on school campuses to make attendance more convenient for current subs. (Dates and locations TBD.) Please be sure to check your email regularly for additional information.

We look forward to having all substitutes as a part of team Kyrene and it is our goal to make this transition as smoothly and efficiently as possible. We thank you very much for your cooperation and patience as we work through the legally required hiring process. **We strongly encourage all interested substitutes to submit their Kyrene application as soon as possible, in order to ensure enough time for the District to process and onboard District Substitutes prior to the busy summer hiring season.**

**Thank you for your continued commitment to Kyrene**

If substitutes have any questions, please email [tm@kyrene.org](mailto:tm@kyrene.org)