

# Want to become an LCSD Substitute?

Substitutes are a vital helping hand, stepping in when our teachers and staff need them the most. Your point of contact is HR Administrative Secretary, Shannon Nelson, for your substitute journey at (775)463-6800 EXT 10026 or [shannonnelson@lyoncsd.org](mailto:shannonnelson@lyoncsd.org).

## Classified Substitutes vs. Substitute Teachers

**Classified Substitutes** are filling in for paraprofessionals, lunch aide/playground supervision, custodian, and temporary maintenance work. These roles *do not require* a substitute license.

**Substitute Teachers** are filling in for classroom teachers and classified instructionalists/specialists. These roles *do require* a substitute license. You must possess a substitute license before applying and substituting. For assistance obtaining your NDE Substitute license, consult the “**Apply for Nevada Department of Education (NDE) Substitute License**” guidance document on [lyoncsd.org/departments/human-resources/substitute-information](http://lyoncsd.org/departments/human-resources/substitute-information)

## Getting Started

**Step 1:** Get your computer ready! The application works best on a desktop. Contact us if you do not have access to a computer.

**Step 2:** Visit [applitrack.com/Lyoncsd/onlineapp/default.aspx](http://applitrack.com/Lyoncsd/onlineapp/default.aspx)

**Step 3:** **Apply** APPLY to the desired substitute position(s) by clicking on “Substitute” under Vacancies.



**Vacancies**

Categories Locations

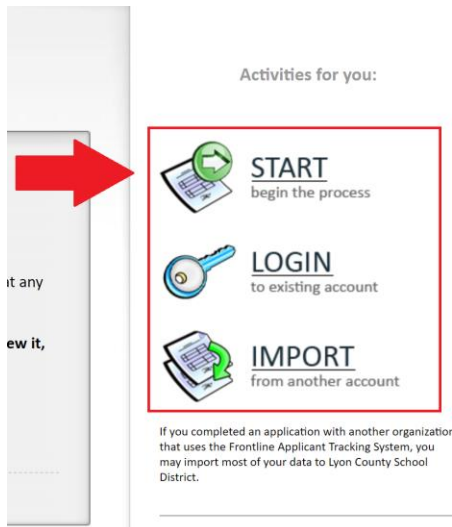
- Maintenance/Custodial (3)
- School Nurse (1)
- Secretarial/Clerical (1)
- Student Support Services (13)
- Substitute (5)** ←
- Support Staff (8)
- Teaching-Elementary (9)
- Teaching-Middle (8)
- Teaching-Secondary (14)
- Teaching-Special Education (11)
- Transportation (4)
- Volunteers (1)

All Jobs ▶

[FMLA notice](#)

|  |  |
|--|--|
| <b>Lunchroom and Playground Supervision Aide</b>                   | JobID: 1076 <b>Apply</b>   |
| Position Type:<br>Substitute/Lunchroom/Playground Supervision Aide | <a href="#">Email To A Friend</a><br><a href="#">Print Version</a> |
| <b>Substitute Custodian</b>  | JobID: 1162 <b>Apply</b>   |
| Position Type:<br>Substitute/Substitute Custodian                  | <a href="#">Email To A Friend</a><br><a href="#">Print Version</a> |
| <b>Substitute Nurse</b>  | JobID: 1161 <b>Apply</b>   |
| Position Type:<br>Substitute/Substitute Nurse                      | <a href="#">Email To A Friend</a><br><a href="#">Print Version</a> |
| <b>Substitute Paraprofessional</b>                                 | JobID: 1160 <b>Apply</b>   |
| Position Type:<br>Substitute/Substitute Paraprofessional           | <a href="#">Email To A Friend</a><br><a href="#">Print Version</a> |
| <b>Substitute Teacher</b>  | JobID: 1163 <b>Apply</b>   |
| Position Type:<br>Substitute/Substitute Teacher                    | <a href="#">Email To A Friend</a><br><a href="#">Print Version</a> |

**Step 4:** After clicking APPLY, select START. From there, you are prompted to submit your personal information. *Make sure your email address is correct as you could otherwise lose progress on your application.*



Fields preceded by a red asterisk (\*) are required.

Please enter all required information.

Name: [Title] \* (First) (Middle Initial) \* (Last) (Suffix)

Other name under which transcripts, certificates, and former applications may be listed:  
Other: [Title] (First) (Middle Initial) (Last) (Suffix)

The following information is needed for you to continue your application at a later date.

- Your email address will be used to communicate with you. (be sure to use your full Internet email address)
- Your password prevents others from viewing your application. Choose any password you would like. By assigning your application a password you will be able to stop and continue the application process at any step. You can return to complete an application up to 25 days later by clicking 'Continue/modify my application for employment' and then entering your email address and password.
- If you do not have an email address, click here to sign up for a free account with [yahoo mail](#).

\* Email Address: [ ]

\* Confirm Email: [ ]

\* Social Security Number: [ ]

\* Confirm SSN: [ ]

\* Password: [ ]

\* Confirm Password: [ ]

\* Secret Question: Choose One [v]

\* Secret Answer: [ ]

**Step 5:** The bulk of your application exists on the Navigation Pane.

**Step 6:** Apply for the number of substitute position(s) under “**Vacancy Desired**” and “**Position Desired**”

**Step 6:** After selecting the position(s), answer the questions under “**Job Questions**”

**Step 7:** Under “**References**” ensure that you have references that respond by email. All references must be returned before an applicant can be considered for substitution.

**Step 8:** Complete all sections. You are finished when you reach **Confirmation** page to submit. You will receive an email confirming your application.

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Job Questions
7. Experience
8. Education
9. Education (cont.)
10. Certifications
11. Statement [Non-Certified]
12. Language Skills
13. References
14. School Preference
15. Supplemental Materials [Non-Certified]
16. Referral Source
17. Additional Information
18. Disclosures
19. Work Eligibility
20. Legal Information v2
21. EEO Form
22. Confirmation

If you are eligible and hired, be prepared to:

- Earn a passing rate of 85% or higher by completing the *free* STEDI certificate at [stedi.org/lyon-nevada/](https://stedi.org/lyon-nevada/). Your coupon code will be provided by HR Administrative Secretary, Shannon Nelson at (775)463-6800 or [shannonnelson@lyoncsd.org](mailto:shannonnelson@lyoncsd.org). ***Please wait for the coupon code before taking the course; we are not responsible for out-of-pocket costs incurred if you do not use the free coupon code.***
- Meet with Human Resources to complete your I-9, W-4, and fingerprinting (if applicable). All other substitute paperwork is done electronically. You will receive an email when an appointment can be scheduled.