

PERSONNEL POSITIONS
SUBSTITUTE POSITIONS

DPB
ADMINISTRATIVE REGULATIONS

This regulation applies to candidates who are not currently employed in the District and those who are seeking employment as a substitute teacher.

QUALIFICATIONS

Qualifications for being considered as a substitute teacher include the following;

- Minimum of a High School diploma
- Attend substitute orientation
- Demonstrate competency and the ability to articulate lesson plans left by the teacher.

APPLICATION
PROCESS

Persons seeking employment in a substitute teacher position shall use the online application system. The submitted application and credentials are reviewed to ensure the applicant is a qualified candidate.

FINGERPRINTING
AND BACKGROUND
CHECK

In compliance with Senate Bill 9, substitute candidates are required to submit to background check and fingerprinting. The cost for fingerprinting is the candidate's responsibility. The one-time fee and processing are valid for any Texas school district. Human Resources will contact the candidate with further instructions regarding fingerprinting.

REQUIRED ONLINE
TRAINING

Substitute candidates will be sent the district compliance bundle via email to complete before hire. This requirement will be waived for any EMS ISD retired teacher.

PROCESSING

Candidate is notified via email to submit the following documents:

- Copy of identification (ex. Driver's license)
- Copy of Social Security card
- Voided check/Direct Deposit authorization from banking institution
- Copy of college transcripts or high school diploma if no college transcripts.
- Other supporting documents as determined by Human Resources

ASSIGNMENT

Candidate is notified via email of approval and begins accepting assignments in the Absence Management system.

PAY AND PAYROLL
SCHEDULE

Substitute pay and payroll schedule are found on the district website at <https://www.emsisd.com/domain/153>.