

Substitute Hiring Steps

Checklist:

- Submit Application
- Fingerprinting Appointment - using an email from nobody@uemail.identogo.com
- TalentEd Checklist
- 9 Vector SafeSchools Trainings
- Submit Official College Transcripts (if applicable & have over 30 earned college hours)
- Region IV Substitute 2.0 Training Course – submit certificate (if applicable & have over 30 earned college hours)
- Book an appointment by emailing LChase@crosbyisd.org to bring DL & SS card in

Checklist Explained: [Links for trainings can be found at www.crosbyisd.org](http://www.crosbyisd.org) > Human Resources > Substitutes

1. Submit substitute **application** found on the Crosby ISD website under the Employment tab.
2. Look for an email from nobody@uemail.identogo.com to book your **fingerprinting appointment**. If you have been previously fingerprinted & we are able to use those on file DPS will alert us & you will not receive the email, continue to step 4. If you have been fingerprinted prior to 2015 you will need to have them done again, we will let you know. Fingerprinting is required and applicants are responsible for the cost.
3. DPS notifies Crosby ISD once you are fingerprinted & cleared to work.
4. You receive an email from Crosby ISD to completed a **TalentEd** checklist. The item will not show on your task list once it is complete, if it is still listed then it is not submitted.
5. Complete all **Vector SafeSchools trainings**. An email will come to you from Vector Solutions, your username is your personal email address & no password is needed. There are 8 trainings.
6. Submit **official college transcripts** by email from your university or bring in person. No copies are useable. *We only accept electronic transcripts from the college, we cannot accept them electronically from the student.* Your pay is determined by the number of earned college hours/degrees/certifications. More details in the Substitute Handbook concerning pay rates.
7. Complete the, **Region IV Substitute Training 2.0 course**, *only if you have over 30 college hours & do not have a valid Texas teaching certificate.* Submit the certificate to HR via email or in person.
8. Attend an in-person Crosby ISD hosted safety and security training. This safety training is done in house. Dates & times vary, *please inquire when you book your appointment.*
9. **Book an appointment** by emailing, LChase@crosbyisd.org, to bring in your Driver's License & Social Security card. No copies are accepted & documents must be valid. You must book an appointment & meet with HR to complete your hire, you may **not** simply drop off your documents.
10. After your HR appointment, you will receive an email from **Frontline Absence Management (AESOP)** to set up your account & will be able to begin subbing.

***To remain an active substitute, you must work a minimum of 5 days per semester. Failure to do so will result in having to fill out a new application & complete the hiring steps again. ***

****At the end of the year, you will receive a Letter of Reasonable Assurance (LRA) from Crosby ISD. This letter is your way to sub the following school year, without going through all of the steps again. It is a very valuable document & saves us all time & effort. If you plan to return, please complete it by the deadline. The LRA will be posted in your TalentEd account in May, provided that you met the substitute requirements for the year. ****