NH School Administrative Unit 106 | Timberlane Regional School District

30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334

Timberlane.net @TimberlaneRegional @TimberlaneRSD @TimberlaneRSD

SUBSTITUTE POSITIONS

TEACHER - NURSE - PARAEDUCATOR - LNA – SECRETARY and CUSTODIAN

PREREQUISITES

To be placed on our Substitute List, you will need to provide the following:

- A completed application, including three letters of recommendation. You will also need to complete the I-9 and W-4 forms. A copy of your social security card and driver's license (or other documentation that establishes your identity as listed on the reverse side of the I-9 form) must also be provided.
- Non-Certified Substitute Teachers must have completed two years of college education and must provide a copy of transcripts. Currently, as we are experiencing a staff shortage, we will consider adult, non-college, or college students with fewer than 2 years.
- Certified Substitute Teachers must provide a copy of their current certification. Proof of prior certification required for retired teachers.
- As part of the application process, you are required to complete the Criminal Record Release Authorization Form, and a check payable to the State of NH - Criminal Records, in the amount of $50.00. Stephanie Yelle, 603-382-6119 ext. 2215, will reach out to schedule an appointment as part of the onboarding process. You must be fingerprinted prior to working as a substitute. New Hampshire State Law requires that all school districts issue conditional employment until a background investigation and a Criminal Records Check is satisfactorily completed.
- A pre-employment medical examination by a licensed physician is required. The district will provide a health examination form which must be completed by the provider and returned to HR.
- Substitutes must complete yearly mandated training. Training must be completed prior to working as a substitute for new hires, and annually for substitutes with continuous employment.

SUBSTITUTE RATES EFFECTIVE 10/15/2026

Assignment	Daily Rate	Hourly Rate
Non-certified Substitute Teacher: (2 years of college which may be waived during periods of significant staff shortage)	$115	$15.86
Substitute Paraeducator	$123.90	$17.70
Certified Substitute Teacher: requires a current New Hampshire Teaching Certificate, retired teacher (certified prior to retirement) or certification in any other state (proof required).	$135	$18.62
Substitute Nurse: must provide a valid New Hampshire Registered Nurse license.	$290	$40
Substitute LNA: must provide a valid New Hampshire LNA license.	$130	$18.57
Substitute Custodian		$20.40
Substitute Secretary		$20.26

Revised 10/15/2026