

Substitute Application Procedure

In order to receive full consideration in our employment process, you must either have a teaching certificate, a college degree, or 60 college credit hours from an accredited institution.

Individuals wishing to apply as a Substitute in Aldine must complete a Paraprofessional application. The following link (<http://www.aldineisd.org/>) directs you to the on-line application site. Navigate to Careers, Available Positions, and Substitute Positions.

Only individuals with a complete application will be considered for possible employment. Your application will be considered complete when all references have been returned on-line (one of which must be your current supervisor, no personal references accepted) and an official transcript has been uploaded to the application. (Transcripts can be sent to Transcripts@aldineisd.org)

Individuals chosen must attend a mandatory orientation and an SEL training conducted by district personnel. Perspective employees must also complete fingerprint requirements and clear a criminal background check. The individual is responsible for all costs incurred with fingerprinting. Completion of the fingerprinting process is not a promise for employment with the district.

Once hired, employees will be set up to access the district's on-line substitute system.

- Please make sure your college transcript has a posted degree or 60+ college hours.
- Please make sure your work history is updated and matches your work references and add them to the references section.
- Please be aware that your application will expire in 50 days.

Substitute teachers are employed in an as needed capacity, and are considered temporary employees.