

## FREQUENTLY ASKED QUESTIONS FOR SUBSTITUTES

### 1. What are the requirements for substitutes in Cypress-Fairbanks ISD?

- Degreed Substitute Teacher (requires a conferred bachelor's degree)
- Non-Degreed Substitute Teacher (requires 48 college credit hours)
- Substitute Cosmetology Teacher (requires a Texas Cosmetology Instructor's License)
- Substitute Nurse (requires a current nursing license)
- Substitute Paraprofessional (requires a high school diploma/GED)
  - a. Paraprofessional Aide (Classroom) – This position is equivalent to a teacher's aide/assistant.
  - b. Paraprofessional Aide (Clerical) – This position includes clerical/receptionist/workroom duties.
- Substitute Clinic Assistant (requires a high school diploma/GED)

### 2. What is the daily rate of pay for substitutes?

- Degreed Substitute Teacher - \$92/day; \$127/day - \$162/day for long-term assignments
- Non-Degreed Substitute Teacher - \$84/day
- Substitute Cosmetology Teacher - \$92/day
- Substitute Nurse - \$92/day
- Substitute Paraprofessional - \$67/day
- Substitute Clinic Assistant - \$67/day

### 3. Are references needed before my application is considered complete?

Yes, references must be returned and are a critical part of your application. You must submit a minimum of 2 completed professional references from your current or most recent employment. One must be a supervisor reference and the other a colleague reference. If you are a recent graduate, teacher or professor references are appropriate.

### 4. I've completed my application and my references have been submitted electronically. What is the next step?

Your application will be reviewed by the appropriate administrator for the posting. All applications are reviewed but not all are approved. If approved, you will be sent an e-mail with further instructions.

In the meantime, please do the following:

- **MONITOR** your references.
  - a. Check your references to ensure that they have returned the reference form.
- **REVIEW** your e-mail.
  - a. Should you be selected to continue the process or if additional information is needed, all communication will occur via e-mail.

### 5. What proof of education is required?

If applying for a degreed substitute teacher position, college and university transcripts attached to the application may be unofficial copies but must show a degree and date conferred. Clear photocopies of degrees are also accepted. For all other positions, transcripts (official or unofficial) or clear photocopies of diplomas or degrees are acceptable and must be uploaded to the application. All documents must be clear and legible. HR staff may ask to view the original document prior at any time during the hiring process.

### 6. If I have previously applied/interviewed for a substitute position, do I need to reapply?

Substitute postings are listed on the website all year long. As one posting closes, another opens. If you have applied to a posting and it closes, you will need to reapply to the new posting. You must log in to the applicant system with your user identification and password and apply for the desired position. You must submit new references if the previous references are over one year old and/or if your current supervisor has changed.

### 7. What do I need to do if I want to change information on my application?

Applicants have the capability to update their online application with their user identification and password at any time.

*For your application to receive full consideration, it is important you provide all the information and specific documentation requested in the instructions.*