Substitute Application Information

Thank you for your interest in applying for a substitute position with the West Ada School District. Substitutes are paid $95/day if non-certified and $105/day if certified.

A bonus will be given each month if you work 10 full days or more. $100 for 10-14 full days worked; $200 for 15 full days or more worked.

Please read below carefully and thoroughly:

TO BE A SUBSTITUTE

IN A CLASSROOM:

- You must be 21 years of age
- You must have at least a high school diploma or a GED
- You must fill out the application online. **https://phl.applitrack.com/meridian/onlineapp/_application.aspx** The Substitute application is found under Vacancies. No one will contact you so please continue to do the steps listed.
- You must have a background check and be fingerprinted. ***The cost is FREE.*** To schedule, you need to e-mail Jenny at Burgeson.Jenny@westada.org
- You must attend an Orientation. The dates for the year are listed below. **No need to sign up and you will not be contacted.** Just choose whichever date works for you. You will be filling out paperwork so make sure you bring the following: your printed application, your Authorization form, 2 forms of ID or a Passport, and a voided check for direct deposit information.
- You must do an online class before you can start subbing **unless** you have: student taught, previously substituted, a teaching certificate from any state, a CBEST from California, or a STEDI substitute diploma. The class is $39.95. It is at STEDI.org
  You would pick Option A. Once completed, print off the Substitute Diploma and bring it to the Orientation.

AS A PARA ONLY:

Orientation Dates for the 2022-2023 School Year

If you have questions please contact: (208) 887-6062

- **Cheryl Botkin, Substitute Placement Coordinator** - Botkin.Cheryl@westada.org
- **Dani Frank, Substitute Placement Assistant** - Frank.Danielle@westada.org

An Equal Opportunity Employee

A Tobacco-Free Environment