Substituting in LISD

LISD is currently accepting substitute applications for the 2015-2016 school year.

Sub Desk Direct Line: 469.948.8040 email Inquiries to: subdesk@lisd.net

Thank you for your interest in one of the most difficult jobs in education--substitute teaching. LISD recognizes the contributions made by its substitute teachers and supports their efforts toward maintaining a continuity of instruction in the absence of the full time teachers.

It is a little known fact that children will rely on the skills and abilities of substitute teachers for over one full year of instruction between kindergarten and twelfth grade.

The purpose of this website is to provide information that will support and assist substitute teachers in LISD when preparing to carry out their duties and responsibilities.

We hope that these resources will prove helpful to you and we encourage you to contact us for any questions, or suggestions for additional information or support.

Requirements to be a Substitute Teacher in LISD:

- 1. Must be 21 years of age.
- 2. Must have a minimum of 48 hours college credit.

Application Process:

- 1. Complete a new online application. This is required to be considered as a substitute teaching candidate.
- 2. Submit fingerprints to the State (instructions will be issued by the Substitute Dept.)
- 3. BY INVITATION ONLY, attend Mandatory Substitute training session.

IMPORTANT Human Resource Services will contact you to assign a date and time for paperwork processing and training.

Due to the volume of applications we are unable to respond to inquiries regarding your application status.

Required paperwork:

LISD requires the following:

- Proper Identification you must bring your original Social Security Card and valid identification as noted in the Substitute Paperwork Packet
- Proof of Education OFFICIAL COPIES of College transcripts showing 48 hours, Degree and/or Proof
 of Teacher Certification

We are unable to finalize the application process without proof of education and proper identification.

What to wear:

We respectfully request you dress in "business casual" when attending the substitute training session. Thank you.

http://www.lisd.net/domain/172

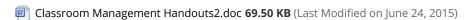
Helpful Links:

Smart Find Express Link
SUBSTITUTE TEACHER APPLICATION

Fingerprinting (view link in index box at top of this page) Substitute Pay Rates (view link in index box at top of this page)

Substitute Documents

Classroom Management Handouts2



H_E_A_R Helpful Extentsion Activities and Resources2

H_E_A_R_Helpful Extentsion Activities and Resources2.doc 112.50 KB (Last Modified on June 24, 2015)

SmartFind Employee Quick Reference Card

SmartFind_Employee_Quick_Reference_Card.docx 73.91 KB (Last Modified on June 3, 2016)

Smart Find Administrator Quick Reference Card

SmartFindAdministratorQuickReferenceCard.pdf 165.19 KB (Last Modified on June 24, 2015)

Smart Find Exp Employee User Guide

SmartFind Exp Employee User Guide 2016.pdf 1.48 MB (Last Modified on June 3, 2016)

Smart Find Telephone Quick Reference Card

SmartFindTelephoneQuickReferenceCard.pdf 133.77 KB (Last Modified on June 24, 2015)

Sub Handbook 2015-16

Sub Handbook 2015-16.pdf 2.25 MB (Last Modified on October 27, 2015)

Substitute User Guide

Substitute_User_Guide.pdf 3.24 MB (Last Modified on June 24, 2015)

Teaching Strategies Handouts

Teaching Strategies Handouts.doc 131.50 KB (Last Modified on June 24, 2015)

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