CERTIFIED SUBSTITUTE TEACHER OR SUBSTITUTE NURSE CHECKLIST
(Requires active Texas Educators Certificate or Current Nursing License)

☐ Complete the Professional application online at http://www.cfisd.net/humanres/default.htm

☐ Supply at least three professional references on the Reference Page. (You will need three to be returned before attending training)

☐ Add your certification(s) or licenses on the Certifications/License page. Please make sure your entry matches your issued certification verbatim.

☐ Click on the Jobs tab to apply for your desired position. To easily find the Substitute jobs available, click on the word Title to alphabetize by job name. Go to the second page to find the substitute jobs.

☐ On the Attachments page, please attach the following:
  1. Official transcript reflecting Degree Conferred Date OR Transcript Evaluation reflecting U.S. Equivalency
  2. Current Texas Educator Certificate OR Current Nursing License
  3. Résumé (optional)

☐ Wait for an email from the substitute office giving you further instructions. If you have not heard back within 3 weeks, please contact the substitute office at subapplicant@cfisd.net

DEGREED SUBSTITUTE TEACHER CHECKLIST
(Requires a minimum of a Bachelor’s Degree via accredited university or transcript evaluation)

☐ Complete the Professional application http://www.cfisd.net/humanres/default.htm

☐ Supply at least three professional references on the Reference Page. (You will need three to be returned before attending training)

☐ Click on the Jobs tab to apply for your desired position. To easily find the Substitute jobs available, click on the word Title to alphabetize by job name. Go to the second page to find the substitute teacher jobs.

☐ On the Attachments page, please attach the following:
  1. Official transcript reflecting Degree Conferred Date OR Transcript Evaluation reflecting U.S. Equivalency
  2. Résumé (optional)

☐ Wait for an email from the substitute office giving you further instructions. If you have not heard back within 3 weeks, please contact the substitute office at subapplicant@cfisd.net

SUBSTITUTE PARAPROFESSIONAL CHECKLIST
(Requires a minimum of a high school diploma or GED Certificate)

☐ Complete the Professional application http://www.cfisd.net/humanres/default.htm

☐ Supply at least three professional references on the Reference Page. (You will need three to be returned before attending training)

☐ Click on the Jobs tab to apply for your desired position. To easily find the Substitute jobs available, click on the word Title to alphabetize by job name. Go to the second page to find the substitute paraprofessional jobs.

☐ On the Attachments page, please attach the following:
  1. High School Diploma or Transcript OR Transcript Evaluation reflecting U.S. Equivalency
  2. Résumé (optional)

☐ Wait for an email from the substitute office giving you further instructions. If you have not heard back within 3 weeks, please contact the substitute office at subapplicant@cfisd.net