We appreciate your interest in the Fort Worth Independent School District. To ensure that your application is given careful and timely consideration, please read the requirements for Substitute Teachers and carefully follow all instructions as written. Your application will have active status for one year from the date on which it is received. Applications and all file data become the property of the Fort Worth ISD and will become inactive after one year.

Daily Rate of Pay:

- $73.00 with a minimum of 60 college credit hours
- $80.00 with Bachelor’s Degree and above

Requirements for Substitute Teachers

- Applicants must have at least 60 college hours from an accredited college or university and be able to submit an official transcript.
- Only U.S. citizens or aliens legally entitled to work in the United States are eligible for employment. Legal documents supporting eligibility to work must be provided at the time of hiring.
- Applicants must have a phone with a local area code of 817, 982, 214, 940, or 972.
- Applicants must be available to work at least two (2) days per week.
- After being hired, Substitute Teachers must complete one of the following required training (modules, units):
  - Degreed and Certified Teachers
    - One full day of orientation and district training
  - Degreed and NOT Certified
    - One full day of orientation and district training, plus
    - Online STEDI training
  - Non-degreed (60+ College Hours)
    - One full day of orientation and district training, plus
    - Online STEDI training

Pre-Application Information

The Fort Worth ISD has instituted the Substitute Teacher Training Program designed by Utah State University Substitute Teaching Institute and delivered by STEDI.org. This training program is a required part of the substitute induction process for non-certified substitutes. Applicants who possess a valid State teaching certificate or substitute teacher certification and can submit proof of certification, may waive the SubOrientation™ and SubSkills™ training. (A copy of the certification document must be attached to your application.)

The process begins with training in classroom management, teaching strategies, planning, and other instructional skills and procedures. Non-certified substitutes are required to complete SubOrientation™ and SubSkills™ training and pass the SubAssessment™. The online assessment must be completed at 75% or greater within six weeks of employment.

All substitute teacher applicants who are required to take the training will be charged $39.95 by STEDI.org for the cost of training. Payments may be made online by credit card, check, or money order.

The training fee provides applicants online access for one year to:

- The 25-minute SubOrientation™ video.
- SubSkills™ training material
- A variety of downloadable forms and reports and over 75 activities that can be used in the classroom.
- The online SubAssessment™ which is designed to “assess” or evaluate how well the SubSkills™ material has been mastered.

The training includes 6-10 hours of interactive SubOrientation™ and SubSkills™ training and may only be taken over the Internet. If you prefer not to study at a computer, you may purchase a handbook for an additional $19.95. An average of thirty minutes is required to complete each of the five Sub Assessment™ sections. Candidates may take each section of the
The Application

Please complete the on-line application for Substitute Teacher. First time users will need to create a user ID and a password in order to complete an application. Please record your ID and password so that you will be able to go back to your application to make changes or updates as needed.

All information requested must be attached to or completed on the application form. Incomplete applications will not be reviewed.

After the application is completed, applicants will be emailed by HCM acknowledging receipt of the application. Information regarding the required documents and process will be provided.

Required Documents

If an offer of employment is made, applicants must provide the following documents to begin the hiring process:

- State Driver's License or State Issued ID
- Social Security Card
- Completed Criminal Record Check Form (Please fax form immediately.)
- Updated résumé
- An official transcript from an accredited college or university listing a minimum of 60 college hours from an accredited college or university. (Transcripts must reflect all coursework. To qualify for the higher rate of pay, the transcript must show the conferred Bachelor Degree. All foreign transcripts must be equilibrated, course by course, through an approved agency.)
- Two professional references – Reference forms and/or letters must be signed and dated within the last year. (Reference forms may be downloaded from the website and are listed under "Important Forms").

Following a successful interview and offer of employment, all substitute applicants will be scheduled to attend the required employee orientation class before entering the classroom as a substitute. If you have any questions, please contact the Human Capital Management Department at 817-814-2780 or 817-814-2746.