

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.

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

 Classroom Management Handouts2.doc **69.50 KB** (Last Modified on June 24, 2015)


H_E_A_R Helpful Extention Activities and Resources2

 H_E_A_R_Helpful Extention 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)
