

HOME STUDENTS PARENTS GUEST STAFF BOND ESPAÑOL CAREERS DISTRICT



BECOMING A SUBSTITUTE

Thank you for your interest in becoming a substitute with the Arlington ISD. In order for us to provide a timely response to your application, please be sure to read the information below in its entirety.

REQUIREMENTS FOR A SUBSTITUTE TEACHER

1. Applicants must have at least 45 hours of college credit and be able to submit an official transcript. Applicants with transcripts from a college or university located outside the United States must have the transcripts evaluated by an accredited international degree equivalency evaluator before submitting documents. *(Paraprofessional Substitutes will need to submit a high school diploma, GED or college transcript).*
2. Applicants must complete an online application which includes an online skill assessment called *TeacherInsight*. *(Paraprofessional Substitutes will not need to complete the assessment)*
3. Applicants are required to be fingerprinted. The cost for fingerprinting is approximately \$52 and is the responsibility of the applicant. This is a one-time fee and process that is valid for any school district in the state of Texas.
4. Applicants must have valid email address in order to receive fingerprinting information and other communications from the Substitute Services. If you do not have an email address, you can create one for free [here](#).
5. Must attend a substitute orientation.

The Application Process

Please complete the online application for Substitute Teacher. All requested items (*TeacherInsight*, transcripts, diplomas, certifications, etc.) must be completed and attached to the application. Incomplete applications will not be reviewed.

Once the application is complete, the Substitute Services department will review the information. Once the application has been approved a State Fingerprint pass (Fast Pass) in your name will be emailed to you. You will be given instructions on how to complete the fingerprinting process.

When the application and background check has been approved, the Substitute Services will schedule you to an orientation date, and will notify you via email.

2015-2016 Substitute Pay Rates

Short-term Professional Substitute Teaching Jobs (1-10 days)

Degreed Substitutes	\$80/day
Non-Degreed Substitutes	\$75/day
Paraprofessional	\$10/hour

Long-term Professional Substitute Teaching Jobs (11 or more consecutive days on any combination of assignments)

Degreed Substitutes	\$95/day
Non-Degreed Substitutes	\$85/day
Paraprofessional	\$10/hour

Long-term Professional Substitute Teaching Jobs (21 or more consecutive days on same assignment)*

Degreed and Certified in Subject Area	\$125/day (starting on day 1 of assignment)
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*Assignments must be requested by principal and approved by HR in advance

Resources (links)

CONTINUE TO APPLICATION

If you have any questions, please contact Substitute services at subservices@aisd.net.

Arlington ISD | 1203 W. Pioneer Parkway | Arlington, TX 76013 | 682-867-7290

ARLINGTON ISD IS AN EQUAL OPPORTUNITY EMPLOYER

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Arlington Independent School District 1203 W. Pioneer Pkwy Arlington, Tx 76013 (682) 867-4611 Administrative Hours | M-F: 8:00 AM - 4:30 PM

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