

Human Capital Management

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Substitute Teaching Employment Information

We appreciate your interest in the Fort Worth Independent School District. To ensure that your application is given careful and timely consideration, you will need to follow the 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 60 college credit hours up to Bachelor's Degree

\$77.00 with Bachelor's Degree and above

Please review these requirements.

- **Must have at least 60 college credit hours** from an accredited college or university. (Transcript must reflect all coursework. All foreign transcripts must be equivocated, course by course, through an approved agency.)

Only U.S. citizens or aliens legally entitled to work in the United States are eligible for employment.

If hired, you must complete our Substitute Teacher Training Program.

You must have a phone with a local area code – 817, 982, 214, 940, or 972 is required.

You must be available to work at least two (2) days per week.

Required Training

- **Degreed and Certified Teachers**
 - One full day of orientation and training
- **Degreed and NOT Certified**
 - One full day of orientation and training, plus
 - Online STEDI training **OR** one additional day of training
- **Non-degreed (60+ College Hours)**
 - One full day of orientation and training, plus
 - One additional day of training, plus
 - Online STEDI training

Pre-Application: Instructions for Substitute Teacher Applicants

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.

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™**. You must complete the online assessment at 75% or greater within six weeks of employment. Applicants with proof of certification, who possess a valid State teaching certificate or substitute teacher certification may waive the SubOrientation™ and SubSkills™ training.

All substitute teacher applicants who are required to take the training will be charged by STEDI.org \$39.95 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, 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 substitute training fee also includes a 100% refund guarantee and includes 6-10 hours of

Human Capital Management Links

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Other documents needed

[Reference forms for Applications](#)

[Criminal Reference Check \(CRC\) form](#)

The training may only be taken over the Internet and includes 6-10 hours of interactive **SubOrientation™** and **SubSkills™** training. If you prefer not to study at a computer, you may purchase a handbook for an additional \$19.95. It takes an average of thirty minutes to complete each of the five **Sub Assessment™** sections. Candidates may take each section of the **SubAssessment™** a maximum of four times, to obtain a passing score of at least 75%.

The **SubOrientation™** and **SubSkills Training™** is available at: www.STEDI.org.

Once training is complete, substitutes should print or save a copy of their SubDiploma™ for their records.

The Application: Please follow these instructions.

Please complete the on-line job application. 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 processed.

After the application is completed and requirements are met, applicants will be emailed by HCM acknowledging receipt of the application. Information on the required documents and process will be provided. Interviews will be scheduled upon completion of the process.

Required Documents: If offer of employment is made, applicants must provide the following documents before reporting to work:

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. **Transcript must reflect all coursework at least 60 college credit hours.** All foreign transcripts must be equivocated, course by course, through an approved agency.

Two professional references – Reference forms and/or letters must be signed and dated within the last year. ([Form Attached](#))

Following a successful interview and offer of employment, all substitute applicants will be scheduled to **attend the required employee orientation and training classes before entering the classroom as a substitute.** If you have any questions about this process or procedure, please contact the Human Capital Management department at 817-814-2746 or 817-814-2737.

Fort Worth Independent School District | 100 N University Dr. | Fort Worth TX 76107 | Phone:817-871-2000 | Email: web@fwisd.org

The Fort Worth Independent School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, age, gender identity and expression, military/veteran status, in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: [June Davis](#), 504 Coordinator/Foster Care Liaison, 100 N University Dr., NW 250, Fort Worth, TX 76107, 817-814-2875, [Rufino Mendoza](#), Title IX Coordinator, 100 N University Dr., NW 130-I, Fort Worth, TX 76107, 817-814-2793 or [Sammy Monge](#), Title VII Coordinator, 100 N University Dr., NW 130-I, Fort Worth, TX 76107, 817-814-2724.