



## Become a Substitute



your **FUTURE** is in our **CLASSROOM**  
**TEACH FORT WORTH**

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](http://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



**SubAssessment™** a maximum of four times to obtain a passing score of at least 75%.

The **SubOrientation™** and **SubSkills Training™** are available at: [www.STEDI.org](http://www.STEDI.org).

After completing the assessment, substitutes should print or save a copy of the SubDiploma™ for their records. A copy of the **SubDiploma™** should be submitted to **Substitute System Calling Office** of Human Capital Management. You may fax a copy to **817-814-2785**, **attach and email the diploma to [orlando.torres@fwisd.org](mailto:orlando.torres@fwisd.org)**, or bring it to our office.

### 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 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. (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.

Fort Worth ISD | 100 N. University Dr. | Fort Worth, TX 76107 | Phone 817.814.2000 | Email [Parent Info](#) - [Web Info](#)



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.

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