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Online Application Substitute

WELCOME TO THE CYPRESS-FAIRBANKS SUBSTITUTE OFFICE

Thank you for your interest in applying as a substitute for Cypress-Fairbanks ISD.
As you begin the process of applying, please be sure to follow the four (4) steps below.

2013-14 Substitute Application Process

1. **READ** the steps listed below. After reading, please proceed to begin the **Substitute** application online:https://cyfairisdjobs.searchsoft.net/ats/app_login?COMPANY_ID=00015803
2. **ENTER** at least **three professional references** on the Reference Page of the application. (You will need three to be **returned** before you receive the e-mail with further instructions.)
3. When the application is complete, click on the Jobs tab to apply for your desired position.
 - **Substitute – Teacher**
 - Two types:
 - Degreed and Certified - This position requires active Texas Educator Certificate.
 - Degreed – This position requires a conferred Bachelor’s Degree.
 - **Substitute – Nurse** (Requires a Current Nursing License)
 - **Substitute – Paraprofessional** (Requires a High School Diploma)
 - Two types:
 - **Paraprofessional Aide (Classroom)**
 - This position is equivalent to a teacher’s aide/assistant.
AND/OR
 - **Paraprofessional Aide (Clerical)**
 - This position includes clerical/receptionist/workroom duties.
4. **Monitor** your references. When all three read “RETURNED”, you should receive an email from the substitute office giving you further instructions. It is your responsibility to log in and monitor the references.

5. **Emails** are sent once a week at the beginning of the week. If have not heard back within 3 weeks of verifying your **returned** references, please contact the substitute office at subapplicant@cfisd.net.

CFISD Sub Office
(281) 897-4023
Fax (281) 897-4016
Email SubApplicant@cfisd.net

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