



Substitute Application

Website: www.meridianschools.org

Thank you for your interest in applying for a substitute position with Joint School District No. 2. This letter will offer helpful suggestions, and answer most common questions associated with the application process. **Please take a minute to read this letter thoroughly.**

1. You must be **21 years** of age to apply for **certified teaching and clerical positions**.
2. You can be **18 years** of age to apply for **assistant / aide positions**.
3. You must be a high school graduate or have a G.E.D.
4. If you are a certified teacher, you must attach a photocopy of your **current** teaching certificate to your application.
5. You must attend one substitute orientation to be put into the substitute pool. These orientations are held at the District Administration Office. (address above) **Please use the Training Center entrance located on the east side of the building.** You do not need to call to sign up, just choose the Orientation day which works best for you. Orientations will be held on the following days:

FOR CERTIFIED ONLY:	
July 13	10:00 am – 12:00 pm
August 6	10:00 am – 12:00 pm
September 18	10:00 am – 12:00 pm

FOR NON-CERTIFIED ONLY:	
June 28	8:00 am – 1:00 pm
July 2	8:00 am – 1:00 pm
July 17	8:00 am – 1:00 pm
July 27	8:00 am – 1:00 pm
August 2	8:00 am – 1:00 pm
August 8	8:00 am – 1:00 pm

6. Print off the completed application from online and bring it with you to the orientation class.
7. Bring two pieces of identification with you. The most commonly used forms of I.D. are your **driver's license** and **social security card**. **You will also need to bring a voided check to set-up direct deposit.**
8. We will do a local criminal background check on each substitute applicant. This process takes approximately 10-14 business days. You will **not** be cleared to sub until this background check is complete.
9. You will be asked to take a basic knowledge test in reading, writing and math at the orientation. You must get an 85% or higher to be considered for substitute teaching.
10. Idaho law requires that **all** employees be fingerprinted. **It is suggested that before the orientation, you come in to be fingerprinted at the District Service Center. The line is longer if you wait until the day of orientation. The \$40.00 fee will be at the applicant's expense.**
11. **There will be a \$10.00 supply fee for the orientation / training class.**
12. **We accept personal checks and cash only.**
13. Substitutes will be paid \$75.00, \$80.00 if certified, per full day worked.
14. If you are claiming veteran's preference you are responsible for providing required documentation related to your service of ninety (90) days of continuous activity duty or wartime duty and documentation of an honorable discharge at the time of application.

If you have further questions, please contact Cheryl Botkin at 887-6062.

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