



**West Ada**  
SCHOOL DISTRICT

## Substitute Application Information

***We are currently accepting applications for substitutes for the 2017-18 school year. Please see below for the updated orientation dates.***

Thank you for your interest in applying for a substitute position with the West Ada School District. Substitutes are paid \$80/day if you are non-certified, and \$90/day if you are certified. There are 2 different procedures for substitute teaching, depending on what you are applying for, so please read the following carefully and thoroughly. **If you choose to do both, you only need to attend the "To be a Substitute Teacher in the Classroom" orientation.**

### TO BE A SUBSTITUTE TEACHER IN THE CLASSROOM:

1. You must be 21 years of age to apply.
2. You must be a high school graduate or have a G.E.D.
3. You must be able to substitute a minimum of at least 30 times in a year.
4. You must complete the online application, located at <https://phl.applitrack.com/meridian/onlineapp/application.aspx> Once you start the application and finish your personal information, the "Substitute" position is located under Position Desired. When you have finished submitting it, you will need to print it off to bring with you to the orientation. Even though you may receive an email that says otherwise, **no one will contact you, so it is up to you to come to one of the orientations.**
5. If you are not a certified or retired teacher, you must complete the online training course at [www.stedi.org](http://www.stedi.org) Choose "purchase courses". Then choose the first item "SubSkills Online Training". Add to cart and proceed to checkout. The cost is \$ 39.95. You must pass with a score of at least 85%. **You will need to have this completed before you can be processed.** Make sure you print off the certificate at the end of the course. You will need it to show proof. If you are a certified or retired teacher, you will not have to do the online training.
6. We will need to do a criminal background check on each substitute applicant. Idaho law requires you to be fingerprinted. The cost is \$32.
7. **(If you are paying cash you MUST HAVE EXACT CHANGE)** You cannot substitute teach until your prints are cleared. The process takes approximately 10 business days. **You can fingerprint at the District Administration Office anytime M-F from 7:30-4:00 pm.**
8. You must attend one substitute orientation to be put in 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.
9. You don't need to call and set up an appointment. You just need to show up at one of the orientations listed below with the following in hand: your online training course certificate or your teacher certification, your printed application and two forms of ID (the most common are a driver's license and social security card) and a voided check to set up direct deposit.

10. If you are claiming veteran's preference, you are responsible for providing required documentation related to your service of 90 days of continuous active duty or wartime duty and documentation of an honorable discharge at the time of application.

## **SUBSTITUTE TEACHER ORIENTATION DATES in 2017:**

**All Orientations are from 9:00 am to 1:00 pm**

- **Friday, July 14**
- **Monday, July 24**
- **Friday, August 4**
- **Thursday, August 10**
- **Wednesday, August 16**
- **Wednesday, August 30**
- **Thursday, September 28**
- **Wednesday, October 11**
- **Wednesday, November 8**
- **Wednesday, December 13**

## **TO ONLY BE A SUBSTITUTE FOR SPECIAL ED POSITIONS:**

1. You must be at least 18 years old
2. You must be a high school graduate or have a G.E.D.
3. You must complete the online application, located at [https://phl.applitrack.com/meridian/onlineapp/\\_application.aspx](https://phl.applitrack.com/meridian/onlineapp/_application.aspx) Once you start the application and finish your personal information, the "Substitute" position is located under Position Desired. When you have finished submitting it, you will need to print it off to bring with you to the orientation. Even though you may receive an email that says otherwise, **no one will contact you. It is up to you to contact us. (see line #7)**
4. We will need to do a criminal background check on each substitute applicant. Idaho law requires you to be fingerprinted. The cost is \$32.
5. **(If you are paying cash you MUST HAVE EXACT CHANGE)** You cannot substitute teach until your prints are cleared. The process takes approximately 10 business days. **You can fingerprint at the District Administration Office anytime M-F from 7:30-4:00 pm.**
6. There is a \$10 fee for materials and instruction.
7. You will need to call our office at 208-887-6062 to set up an appointment. Please bring the following: your printed application, two forms of ID (the most common are a driver's license and social security card), and a voided check to set up direct deposit.

If you have questions please contact Cheryl Botkin at 887-6062  
An Equal Opportunity Employee  
A Tobacco Free Environment



# West Ada

SCHOOL DISTRICT

1303 East Central Drive, Meridian, ID 83642

**PHONE:** 208-855-4500    **FAX:** 208-350-5962

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