



# Department of Human Resources

La Vernia Independent School District

## How to Become a Substitute Teacher

1. Complete an online substitute teacher application.
2. Once you have submitted a substitute teacher application, a member of Human Resources will contact you regarding required substitute training dates.
3. After training, if you have not been fingerprinted through the State Board of Educator Certification, you will be uploaded and fingerprinting information will be emailed to you.
4. Once you have been cleared through fingerprinting. Once all Compliance Training is complete, Human Resources will contact you and schedule an on boarding appointment to complete the New Hire packet.
5. After the New Hire Packet has been completed, an email with instructions and log in will be sent to you about our AESOP/Leave Management substitute system.

## Required Documents

The following documents will be requested at the time of your onboarding:

- Two forms of identification to complete the I-9
  - Official College Transcript or High School Diploma
  - Voided check for direct deposit or form from your bank for direct deposit
6. You are expected to work a minimum of 2 days per month in order to remain active as a substitute. (Contact the Central Office if exceptions are needed).