

## How to Become a Substitute Teacher

- 1.- Completed online Substitute Teacher application.
- 2.- Once you have submitted the substitute application we do a background check on it.
- 3.- After the background check is clear, attend to training.
- 4.- After training, if you have not been fingerprinted through the State Board of Educator Certification (SBEC), your profile will be uploaded to their secure site and fingerprinting information will be emailed to you that contain this credentials:  
your name, UE ID number and ORI number. Those credentials will allow you to schedule a fingerprint appointment at several locations. Your cost is \$48.25 not a reimbursable.
- 5.- Once you have been cleared through SBEC fingerprinting LVISD HR will received a notification.
- 6.- LVISD HR will contact you and schedule the final hiring process interview.
- 7.- After all the hiring paperwork is done you will received credentials to log in to AESOP/VeriTime So you can start accepting jobs.
- 8.- You are expected to work a minimum of 2 days per month in order to remain active as a substitute.

### Required Documents for the Hiring Interview:

- \*Two form of identification to complete the I-9. Such, SS card and state Id.
- \* Official transcripts or certification (for payroll purposes)
- \* Voided check or information from your bank for direct deposit