



Online Substitute Application Procedures

Thank you for your interest in employment with the Schertz-Cibolo-Universal City Independent School District. To complete a substitute application, please read the information below and follow the steps indicated.

Requirements:

Please Note: The documents below must be provided or your application will not be considered. If you do not provide the required documents by the closing date, your application will be considered “incomplete” and will have to reapply for future postings. If you are selected for substitute employment, you will be notified by email about the orientation you are required to attend.

- Valid Driver's License (**required) – Fingerprint Purpose
- Social Security Card (**required) – SS Verification and Payroll
- Valid Texas (or out of State) Teaching Certificate. (if applicable)
- Degree - College Transcripts with Degree and Date Awarded (If college/university is outside of the U.S., you must provide Proof of U.S. equivalency) (**required)
- Non-Degree (includes AA Degree) - College Transcripts with 60 plus credit hours (If college/university is outside of the U.S., you must provide Proof of U.S. equivalency) (**required)
- High School Diploma, GED or equivalent (teacher aides and clerical substitutes)

Classification	Full Day Rates	Half Day Rates
Certified Teachers	\$85.00	\$42.50
Degreed Substitute Teacher	\$80.00	\$40.00
Non-Degreed Substitute Teacher	\$70.00	\$35.00
Teacher Assistant/Special Ed/Clerical	\$65.00	\$32.50

*** Certified Substitutes for professional (Teachers & Librarians) employees will receive an additional \$10 per day for every consecutive day after ten (10) consecutive days for the same employee without an absence.**

You must work a minimum of 10 days during the school year. Five of those days should be in the Fall semester and five in the Spring semester.

Step 1: Application

To be considered as a substitute applicant, you **must** provide the following:

- A completed application
- Transcripts (Degree and Date awarded) and/or High School Diploma. (if applicable)
- Teacher Certificate / Nursing License (which ever applies)
- Copies of Driver's License (for fingerprint purpose) and Social Security Card (Social Security verification and Payroll)
- 2 Reference Surveys*** (submitted thru the online application)

***It is the applicant's responsibility to monitor the reference surveys by login back to your application a few days after submitted. Your information will be reviewed once your references are completed. If you meet the criteria for the position you will be contact by email.

Required documents must be submitted electronically with the application. If you are having difficulties attaching your documents, please do one of the following:

- Refer back to the supporting documents page of your application for detailed instructions
Email to jportela@scuc.txed.net

Or

- Bring to our District Central Office located at 1060 Elbel Rd. Schertz, TX 78154 between the hours of 8:00 am - 4:00 pm

Step 2: Hiring Process

Background Check

Candidates must have a clear background check (based on TEA approved fingerprints) before moving into the next phase of the hiring process. **Please note, there may be a delay during this phase if the applicant does not have electronic fingerprints on file with DPS FACT Clearinghouse.*

- State law requires that all substitute teachers have their fingerprints complete prior to entering a classroom. The cost of the fingerprinting is \$52.00 **non-refundable**. This is a one-time fee and process that is valid for any school district in the state of Texas.

If you have had your fingerprints completed for another Texas School District, you should not have to have this process repeated; however, if you have completed fingerprinting for other reasons (including childcare providers, handgun license, etc.) you will be required to have them registered again to meet the requirements outlined in Senate Bill 9.

If you are required to have your fingerprints processed, we will supply you the appropriate forms.

Step 3: Orientation

In order to attend orientation, you must have cleared the Fingerprinting Process

Once fingerprint process cleared or verified, you will receive an email with a substitute new hire packet that must be completed and submitted electronically. Please use your legal name (as it appears on your social security card) for all electronic signatures.

Once the substitute new hire packet is received, an email will be send confirming the exact date, time and location of the substitute orientation.

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Step 4: Assignments

Candidates are hired and begin accepting Substitute assignments in eSchool Solutions