

Johnson City School District Substitute Hiring Process

Thank you for your interest in Johnson City Schools. Our district is committed to educational excellence for a changing tomorrow. Applications for substitute teachers in all subject areas are accepted by the district throughout the year. Daily substitutes are not advertised for and are on an on-call basis. Please be aware that there is no guarantee that you will be called for any specific number of days, or on a regular basis, or at all.

Prerequisites:

Bachelor's degree from an accredited university is preferred but not required.

All district staff must have background clearance through New York State Education Department prior to being hired. (fee paid by applicant)

To Apply:

- a. Fill out the Instructional Application, and addendum if needed. It is not necessary to complete a statement of philosophy for substituting, unless you are submitting the application for a permanent position as well.
- b. Official college transcript(s), which reflects degree conferral. This may be hand delivered in its original SEALED envelope from the college, or sent directly from the college to our office by mail or via email to Kristina MacDonald. (see contact information below)
- c. 1 letter of reference with original signature
- d. Copy of your teaching certificate(s), if you are certified.
- e. We will check for your fingerprint clearance, or provide you with instructions for obtaining clearance.
- f. Absence Management Form.

Once you have your application, transcript(s), credentials/letters, certificate(s) if supplying, fingerprint clearance and absence management form, you can turn them in to Kristina MacDonald. (See contact info below)

Any Substitute job offers are pending **Board of Education approval**.

Kristina MacDonald

Secretary for Instructional Programs

666 Reynolds Rd,

Johnson City, NY 13790

Phone: (607)930-1114

Fax: (607)930-1143

krmacdonald@jcschools.stier.org

