

SUBSTITUTE TEACHER CHECKLIST

New Applicant: Thank you for your interest in substitute teaching! Complete all steps below to ensure your employment as a Substitute Teacher in the Department of Education (DOE) for the current school year. **Completed applications are accepted each school year only from July 1st through March 15th.**

1. INTERVIEW

Contact and schedule an interview with the school administrator. Submit to the following to the school administrator (1) a recent resume, (2) a copy official college/university transcript and (3) a copy of my college/university accredited agency verification.

2. APPROVAL NOTICE & PLACED ON SCHOOL'S PREFERRED LIST

Obtain an Approval Notice signed by the school administrator with current school year date that enables applicant to enroll in the required Substitute Teacher Course.

3. SUBSTITUTE TEACHER COURSE

With the Approval Notice, applicant enrolls in the required Substitute Teacher Course. Successfully complete and pass the Substitute Teacher Course exam with a passing score no lower than 80%. (Receive a Substitute Teacher Course Completion Certificate with posted expiration date after successfully passing the exam.)

4. SUBSTITUTE TEACHER APPLICATION PACKET

Applicant returns to the school where s/he was placed on the school's preferred list. Complete and submit the substitute teacher application, DOE OHR 600-004 form along with an official college/university transcript with accredited agency verification or for foreign transcripts, an official Evaluation of Credits completed by a credible educational credential agency. Other employment documents that need to be submitted are: a copy of social security card, copy of TB test results *Acknowledgement of General Confidentiality Expectations* form, signed and attached to application, Viewed the *Workplace Violence Training* video, signed confirmation form and attached to application, *Patient Protections and Affordable Care Act ("ACA") Declaration* form, signed and attached to application.

5. FINGERPRINTING

Chapter 8-7, Hawaii Administrative Rules, effective 4/3/92, wherein it states: "Effective immediately, hiring and continued employment of all employees in the Department of Education (DOE) shall be conditional upon the satisfactory completion of the criminal history record, employment history and background screening process". The District Office will contact and schedule a fingerprinting date.

6. EMPLOYMENT DOCUMENTS

Receive an employment Form SF-5A1, Notification of Personnel Action, for substitute teaching through the mail with instructions to register for a Substitute Teacher PIN number.

If you need further assistance, call T-SEAS Help Desk at (808) 441-8400.