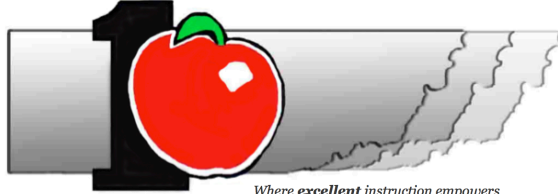


Kane County School District



Where **excellent** instruction empowers
immeasurable opportunities...

Substitute Teacher Hiring Process

**New in 2017 - all subs (both new and those that have subbed previous years) must follow this process:*

Applicant:

- Fill out general job application found on district website
<http://www.kane.k12.ut.us/index.php/district/employment-opportunities>
- Contact principal to make appointment
(must contact principal at each school you wish to sub at)

Principal will go over school-specific information with you
Principal will collect your job application
Principal will decide who to recommend for substitute list

Principals:

- Let district office know names of who you recommend to sub
- Send job applications to DO
- Send hiring docs to DO

Applicant will finish hiring process:

- Background check (\$45) - done at district office
- Online sub training - district office will email a link to applicant
- Board approval of substitute teacher
- Schools will receive a list with names of approved subs from the District

This process will be ongoing all year to add new subs to the list

Questions: contact Kim Blake at District Office: blakek@kane.k12.ut.us