

Substitute Selection Onboarding Process



Step 1

- Applicant applies for substitute posting
- HR ensures all requirements are met

Step 2

- Applicant is invited to Initial Preliminary Interview

Step 3

- Applicant is invited to Mandatory Onboarding Orientation
(complete Annual Trainings before attending Onboarding Orientation and Processing)

Step 4

- All substitutes **MUST** complete Annual Staff Training sessions to maintain status.
(Each year ALL returning substitutes will have 45 days from the day school starts to get this done)