

**Please note:**

- Fort Bend ISD Teacher Substitutes are **not eligible** for Benefits. Please be aware that if you decide to move from a Full-Time (FTE) position to the Teacher Substitute position, you will lose your current benefits. If you have any specific questions regarding your benefits, please contact your assigned FBISD Benefits Coordinator.
- Fort Bend ISD Teacher Substitutes are expected to work a minimum of 4 assignments per month in order to maintain **ACTIVE** status. If you are unable to fulfill these expectations due to extenuating circumstances, please inform your Substitute Office contact why you are unable to work consistently and we will determine your eligibility to remain active in our system.
- Your request does not guarantee an automatic move into the Teacher Substitute position. You **must** meet the minimum qualifications of 60 college hours to be eligible for this position and you must apply in Taleo and upload your official transcripts.
- Please review the Teacher Substitute Pay Scale and other expectations of the position: <https://www.fortbendisd.com/Page/14846>
- This process is subject to change based on the needs and best interest of our employees.

| EXIT FORM | Moving from a Full-Time position to the Teacher Substitute position <b>TOWARDS</b> the end of the school year (April 1 – First Day of School) |
|-----------|---|
| Step 1    | Inform your principal and direct supervisor of your intention to vacate your current position.  |
| Step 2    | Login to My-Self-Serve > FBISD Self Service Forms > Exit Form   |
| Step 3    | Select the effective date of your exit (Last day of work) as agreed with supervisor.  |
| Step 4    | Type the reason for your exit (Applying to Teacher Substitute position).  |
| Step 5    | Confirm or update your contact information and provide your personal email address.   |
| Step 6    | Verify all statements of understanding and then submit your <b>exit form</b> .  |
| Step 7    | Apply to the Teacher Substitute position for the following school year in Taleo and upload your official transcripts.                         |
| Step 8    | The Substitute Office will communicate with you regarding New Substitute Orientation (NSO) and other expectations of the position.            |

| CHANGE FORM   | Moving from a Full-Time position to the Teacher Substitute position <b>DURING</b> the school year (After the First Day of School – March 31)  |
|---|---|
| <i>This is a multistep process as you will need to be fully paid out of your contract and your Principal will need to find your replacement, you will also need to complete Substitute paperwork before you can start picking up assignments.</i> |   |
| Step 1  | Inform your Principal and direct supervisor of your intentions to switch from your current Full-Time role to the Teacher Substitute position, and the last day you intend to work in your current role. |
| Step 2  | Contact the Substitute Office and apply to the job posting in Taleo.  |
| Step 3  | The Substitute Office will initiate an employee <b>change form</b> .  |
| Step 4  | The Substitute Office will communicate with you regarding New Substitute Orientation (NSO) and other expectations of the position as well as starting date.   |