

Substitute Hiring Steps:

These steps are the order in which a new substitute is hired, please follow them.

1. Submit substitute application found on the Crosby ISD website.
2. Look for an email from nobody@uemail.identogo.com to use for fingerprinting (if you have been previously fingerprinted & we are able to use the entity in which you were fingerprinted, DPS will alert me & you will not receive the email, move to step 4). Fingerprinting is required and applicants are responsible for the cost.
3. DPS notifies me if you are fingerprinted & cleared.
4. You receive an email from Crosby ISD to completed a TalentEd checklist. There are 9 steps in the checklist.
5. Submit **official** transcripts, if applicable, by email or in person. No copies are useable. Your pay is determined by the number of earned college hours/degrees/certifications. More details in the Substitute Handbook concerning pay rates.
6. Complete Region 4 training, only if you have over 30 college hours & do not have a valid Texas teaching certificate. Submit the certificate to me via email or in person.
7. Make an appointment, using the link on the last page of the Substitute Orientation, to bring in your Driver's License & Social Security card to me, in the HR Department, 14670 FM 2100, next to CVS. No copies are accepted & must be your valid DL & SS, unfortunately, we cannot use any other documentation.
8. At the appointment, you will fill out Senate Bill 7 & I will make copies of your DL & SS card.
9. I will complete your I-9, enter you into Skyward & create your account in Frontline (AESOP) Absence Management.
10. Once you receive an email from Frontline Absence Management & set up your account, you will be able to begin subbing.
11. An email for SafeSchools training will come to you after you are hired, you will have 30 days to complete it once emailed.

Thank you for your interest in Crosby ISD. Email LChase@crosbyisd.org with questions.

*To remain an active substitute, you must work a minimum of 5 days per semester. Failure to do so will result in you having to fill out an application & begin the hiring process again. *

At the end of the year, you will receive a Letter of Reasonable Assurance from Crosby ISD. This letter is your way to sub the following school year, without going through all of the steps again. It is a **very valuable document & saves us all time & effort. If you plan to return, please complete it by the deadline. Again, it will be eligible to you in May of 2022 via TalentEd, provided that you met the substitute requirements for the year. **