

## **RCISD Substitute Teacher Criteria and Approval Process**

1. Complete an RCISD Substitute Teacher Application.
2. RCISD staff will run a criminal history check to verify employability.
3. Senate Bill 9 requires persons employed or seeking employment with a public school district to be fingerprinted and their fingerprints entered into the State Data Base. The paperwork for fingerprinting is generated at the RCISD Administration Office and mailed to the applicant. Applicants are responsible for setting up an appointment at a Texas Education Agency approved site to be fingerprinted. The applicant is responsible for paying the \$50.20 fingerprinting fee.
4. Payroll information and paperwork is completed after proof of fingerprinting is verified.
5. The applicants name is submitted to the Board of Trustees for approval. Regular meetings of the RCISD Board of Trustees are scheduled for the third Monday of each month.
6. The applicant will be informed of the Board's decision.
7. Campus principals and secretaries are responsible for contacting substitute teachers for their campus.
8. The process for persons interested in applying for substitute maids or cafeteria workers stops with item #4.