

Substitute Teacher Application

Applications of **LICENSED EDUCATORS** will be accepted September - April

Qualifications

Applicants must meet the following qualifications:

1. Teaching license issued from any state
2. Receive Weber School District Human Resources approval to be placed on the official substitute list.
 - A. Criminal background clearance
 - B. Human Resources screening
 - C. Sign substitute agreement (disclosure of expectations)
 - D. Successful completion of Weber School District online training
 - E. Complete all required paperwork

Application Process

1. **Recommendation by Weber School District school level administrator**
 - A. Have a principal sign recommendation form. (Principals have the forms.)
2. **Complete District Substitute Teaching Application packet at the District Office**
 - A. You must bring the following items with you to complete the paperwork:
 1. Signed principal recommendation form
 2. Copy of teaching license
 3. Drivers License
 4. Social Security card, passport or birth certificate
 5. "Voided check" for direct deposit information
 6. \$64.25 cost of background check (cash or check only)

3. **Pass criminal background check**

Please contact WSD (801-476-7886) 7 to 10 days after completing the finger print scanning process for results of the background check and network login information.

4. **Complete online acceptable Use Policy**

Go to aup.weber.k12.ut.us and complete the acceptable use policy pages. Use your network employee username and password when it prompts you to do so.

5. **Complete Weber School District Online training / certification**

This is obtained by viewing an online training found at <http://inservice.weber.k12.ut.us> (Choose the Professional Development link. Use your network employee user name and password to sign in.)

1. View and study the following online trainings:
 1. Blood Borne Pathogens
 2. Right to know Training (only available on district networked computer)
 3. Weber District Policy on Harassment and Discrimination (2nd page)
 4. Student – employee conduct training
2. Take the test in each area (if available)
3. Print off completion certificates in each area for your records (if available)

Please contact WSD Human Resources (801-476-7886) after you have successfully passed the online trainings to be activated as a substitute and receive your AESOP log in number and pin.