

FREQUENTLY ASKED QUESTIONS FOR SUBSTITUTES

1. What are the requirements for substitutes in Cypress-Fairbanks ISD?

- **Substitute – Teacher**
 - Two types:
 - Degreed and Certified - This position requires active Texas Educator Certificate.
 - Degreed – This position requires a conferred Bachelor's Degree.
- **Substitute – Nurse** (Requires a Current Nursing License)
- **Substitute – Paraprofessional** (Requires a High School Diploma)
 - Two types:
 - **Paraprofessional Aide (Classroom)**
 - This position is equivalent to a teacher's aide/assistant.
AND/OR
 - **Paraprofessional Aide (Clerical)**
 - This position includes clerical/receptionist/workroom duties.
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2. Are references needed before my application is considered complete?

Your application is considered complete once references are returned electronically via the applicant system. You must also have attached your transcripts (not applicable for current employees unless documents have not previously been added to personnel file), resume, and a minimum of 2 completed professional references (one **must** be from your current supervisor).

3. I've completed my application and my references have been submitted electronically. What is the next step?

Cypress-Fairbanks ISD hires substitutes for the entire school year and your application will be reviewed by the appropriate administrator for the posting. In the meantime, please do the following:

- **MONITOR** your references.
 - You will want to check your references to ensure that they have returned the reference form.
- **REVIEW** your e-mail.
 - Should you be selected to continue the process or if additional information is needed, all communication will occur via e-mail.
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4. Do the transcripts need to be official and sealed from the university?

College and university transcripts attached to the application may be unofficial copies. However, it is required that you have official transcripts (listing a conferred/graduation date) when paperwork is submitted.

5. If I have previously applied/interviewed for a substitute position, do I need to reapply?

Every year a new posting for substitute positions is displayed on the website. You must log in to the applicant system with your user identification and password and apply for the desired job to your

application in order to express your renewed interest. You must submit new references if the previous references are over 1 year ago and if your current supervisor(s) changed.

8. What do I need to do if I want to change information on my application?

Applicants have the capability to update their online application with their user identification and password at any time.

In order for your application to receive full consideration, it is important you provide all the information and specific documentation requested in the instructions.