

## **SUBSTITUTES NEEDED**

St. Robert School is looking for Substitute Teachers. Substitute employees work mostly on an on-call basis, and are paid \$75 per day.

### **Applicants are required to:**

- Receive a Substitute Teaching Permit through GISD (Genesee Intermediate School District).
- Be fingerprinted and have a criminal records check.
- Have completed at least 60 semester hours or 90 quarter hours of college, with at least a 2.0 GPA, at one four-year, regionally accredited institution (an official transcript is needed). Community college transcripts are not accepted.
  - Those with a valid teaching certificate do not need a Substitute Teaching Permit.
  - Those with an expired teaching certificate will need a Substitute Teaching permit through GISD.
- Complete a one-time Protecting God's Children class (in person – not the online version). The schedule of available classes can be found at [www.virtusonline.org](http://www.virtusonline.org).
- Fill out the required "New Sub" paperwork for SRS (available from the school office)

### **Steps to Subbing:**

- When you have your educational documents ready, please call GISD at (810) 591-4400 to schedule a fingerprinting appointment.
- Complete a Protecting God's Children class.
- Contact the school office at (810) 659-2503 for required paperwork.

Questions regarding the Substitute Teaching Permit should be directed to GISD (810) 591-4400. Please contact the school office for all other questions.