Substitute Hiring Process

**New Substitutes:**
You must have submitted an online application, complete the Substitute Orientation, complete the new hire paperwork and bring to Human Resources, Room 200, the following original documents in order for you to start substituting:

*A valid picture ID (usually a driver’s license), social security card or Passport, and a voided check for direct deposit (which is mandatory).*

The Substitute Orientation documents will provide you with important topics that you will use throughout the school year. Please go through each line item or link and print out any information that you feel you would need. You can also refer back to the Human Resources webpage when necessary if something comes up that you may need in the future.

Please be aware there is a $20 fee for the criminal history background check that will be deducted from your first paycheck. If you have had a background check done by a Minnesota school district in the past 12 months, you may fax it to us at (218) 336-8785.

Individuals wanting to substitute as a Health Assistant, LPN or RN must possess and bring their CPR and First Aid Certifications and Licenses.

The Human Resources Department will take your picture for your ID Badge and pick up a yellow lanyard if you do not have one. The ID Badge will need to be worn at all times when in the buildings or on school grounds.

**Returning Substitutes:**
Each school year, returning substitutes need to complete the Bloodborne Pathogen training through the Total Program. This is a requirement for an annual OSHA compliance. Please review the Substitute Orientation documents as things can change year to year.

If you would like to add a classification to your profile if qualified, please contact (218) 336-8700 x1059. Please make sure we have a current copy of any licenses that you hold.

If you have a new address, phone number or want to change your tax information, please do all changes through the Employee Online. The Employee Online can be accessed through the districts website at [www.isd709.org](http://www.isd709.org) and under Staff. You can also print your pay check stubs from Employee Online.

*Parking is available in the ISD 709 lots located on Third Street, Lake Avenue and First Avenue East.*