



Become a Substitute Teacher!

Submit the Substitute Teacher application on-line at www.laredoisd.org

Primary Purpose: In the absence of the regular classroom teacher, the substitute teacher will provide meaning instruction to students and adhere to the duties and responsibilities of substitute teachers.

Daily Rate:	1. Non-degreed - \$86.05
	2. 60 plus college credit hours - \$91.13
	3. Degreed - \$106.35
	4. Certified with 0-19 yrs. experience - \$120.00
	5. Certified with 20 plus yrs. experience - \$136.80

Required documents to upload with application:

- High School Diploma or GED – submit a copy from an accredited institution.
- Official Transcript – submit a copy of transcript, if you hold a degree or have college credit hours.
- Substitute Teacher Certificate – if you are not a certified teacher, teacher aide or student teacher, you need to submit a copy.
- Texas Teaching Certificate – if you are certified, please submit a valid copy of your certificate.

Required documents to submit at time of hire at HR office:

- Submit current TB tests results (dated within one year of hire date).
- Submit a criminal background check from the Sheriff's Dept.
- Submit your Social Security Card and Texas Driver's License or ID.
- Fingerprints required – if you have fingerprints, submit a copy or you will need to obtain fingerprints before completing the hiring process.

Substitute Teacher Certificate: Available through a three-day course at the Laredo College. Fee for the course is \$129.00. For more information, contact the Continuing Education Department at (956) 721-5374.

Exemptions: You do not need a *Substitute Teacher Certificate* if you are a certified teacher, ACP teacher candidate, student teacher, or teacher-aide with a valid certificate.

For more information, please contact us at (956) 273-1012, 273-1013 or e-mail us at humanresources@laredoisd.org