

FORSAN ISD SUBSTITUTE INFORMATION

Thank you for expressing an interest in applying for a substitute position with the Forsan Independent School District.

In order to be placed on the substitute list, you must complete the following attached forms and return them to the Business Office:

1. Fisd Employment Application
2. Substitute Availability Statement
3. Criminal History Information Addendum
4. DPS Computerized Criminal History Verification
5. Fingerprinting Process Form

After the Forsan ISD Business Office has received all of the required forms, you will need to make arrangements to have your fingerprinting done. Please contact Hanna Carter at 432-457-0091, ext. 201 for this. Once the fingerprinting has been successfully completed, you will be contacted to set up an appointment for orientation. When the Business Office has received notification that your orientation has been completed, your name will be placed on the substitute list. The list is then distributed to both campuses.

Forsan ISD is now requiring all payroll earnings to be paid through direct deposit. You will be paid on the 19th of the month following the month in which you worked. If the 19th falls on a weekend, you will be paid the Friday before.

Substitutes for teachers and teacher assistants will need to arrive by 7:45 a.m. and check in with the campus secretary. Substitute secretaries, cooks, custodians, and bus drivers will be told what time to arrive when they are contacted to work.

All substitutes will need to check out with the campus office at the end of the day and it is their responsibility to sign their supplemental pay forms.

Substitute Pay Scale:

Teacher – degreed	75.00 per day
Teacher – non-degreed	65.00 per day
Aide – degreed	75.00 per day
Aide – non-degreed	65.00 per day
Cook	52.00 per day
Secretary	58.00 per day
Custodian	58.00 per day
Bus Driver	17.00 per hour

If you need further information, you may contact:

Business Office	432-457-2223 ext. 223
Forsan JH/HS	432-457-2223 ext. 322
Forsan Elementary	432-457-0091 ext. 201