

Thank you for your interest as a substitute nurse in the Tri-Town School Union. In order to substitute, you must have a current Massachusetts nursing license.

Our substitute pay is \$22.53 an hour.

### **Instructions**

- 1) Please fill out the application and return to my office. An individual from our Payroll Department, will call you to make arrangements to complete employment paperwork after you have been interviewed and approved for the substitute list.
- 2) Your application will be sent to one of our nurses in the Tri-Town School Union and he/she will call you to set up an interview at their school.
- 3) The nurse will inform our office if you are approved (or not) for the substitute nurse list.
- 4) You may call this office at (978) 887-0771 a week after your interview to see if you were approved for our substitute list.
- 5) If, at any time, you need to change the days of your availability or would like to be taken off our substitute list, please call the Superintendent's Office.
- 6) When called to substitute, please dress in a "professional" manner.
- 7) Confidentiality – It's imperative that a student's medical record (health, medications, injuries, etc.) be held in the strictest confidence.

Once again, thank you for your interest!

Bernard F. Creeden, Ed.D.  
Superintendent of Schools

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