

Thank you for your interest in substitute teaching in the Tri-Town School Union. In order to substitute teach, we prefer you have at least 2 years of college experience, not necessarily in Education.

Effective **September 1, 2010**, our substitute teacher pay is as follows:

\$65.00 per day without Bachelor's Degree (\$32.50/half day)

\$75.00 per day with a Bachelor's Degree (\$37.50/half day)

\$95.00 per day (\$47.50/half day) for retired teachers (from our district) or a teacher with a current/valid Massachusetts teaching license

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| \$55.00 full day/\$27.50 half day | Instructional Aide position |
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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 Principals in the Tri-Town School Union and he/she will call you to set up an interview at their school
- 3) The Principal will inform our office if you are approved (or not) as well as the grade levels you are best suited to substitute teach.
- 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. This list is produced on or about the first of each month.
- 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 – There will be times when you'll see student behaviors, both academic and social, that are perfectly normal. Other times, you might see behaviors that should be called to the attention of the classroom teacher. These behaviors should not be discussed outside of the classroom environment.

If you feel the need to comment on any behavioral or curriculum issues, please talk to the classroom teacher or principal as he/she will most likely be able to address your concerns. There often is information you are not aware of that impacts a situation.

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