

## CISD Substitutes

Anyone interested in substituting for Crosby ISD, (Professionals, Para-Professionals and/or Auxiliary Personnel) will need to contact Rebeca Cruz at 281-328-9200 ext. 1233 in order to find status of accepting subs and/or to do paperwork.

### •General information for applicants:

- Crosby ISD welcomes all qualified persons to apply to the district's substitute list. Once accepted, substitutes will be contacted by a campus secretary. Please keep in mind that, by being added to the district's substitute list, does not guarantee assignments. Substitutes are contacted on an *as-needed-basis*.

### •Categories of Substitutes:

- Certified Teacher-Valid Texas Teacher Certification
- Degreed- Bachelor's Degree
- Non-Degreed- 30+ college hours
- Aides- High School Diploma/GED.
  - Instructional-in classroom assistance
  - Clerk/Secretary-office assistance
- Nurse
- Custodial
- Maintenance
- Transportation

### •Substitute Requirements:

- Application
  - Criminal History Check
  - Original College Transcript
  - W-4
  - I-9-Employment Eligibility Form
  - Direct Deposit authorization/voided check
  - Valid Driver's License/ID
  - Substitute Teacher Training Course (Mandatory for those applying for Teacher Substitute.) This does not apply to those who are Texas Certified; also if you have a previous certificate from Lee College, it will be accepted as well.
    - Region IV's Substitute Training Course:[www.esc4.net](http://www.esc4.net)
  - Fingerprints-Once the applicant's FAST Pass is available, they will be contacted to pick up the paperwork and continue to the desired location for fingerprints to be processed.
- Application, Criminal History Check, and Fingerprints **must be completed first** before the applicant is added to the district's substitute list.
  - Applicants must submit an online application. For more information, please feel free to contact Rebeca Cruz at 281-328-9200 ext. 1233