



SUBSTITUTE ORIENTATION SCHEDULE

Dear Nacogdoches ISD Substitute Applicant:

We appreciate the interest you have shown in the Nacogdoches Independent School District. To facilitate the process of your substitute application we recommend following the steps listed below.

1. Submit an application either in person to the Office of Human Resources located at 420 South Shawnee, or by visiting our web page at www.nacisd.org, and click on careers, and then click on Apply On-line.
2. Then you must register for an orientation by submitting the necessary credentials (in person) to the Office of Human Resources no later than 1 week prior to the orientation, **NO EXCEPTIONS** (this rule applies to all applicants, including those submitting an application On-line, and also for those submitting an application in person).

Credentials Needed: Copy of college transcript, copy of social security card, and a copy of current driver's license. Applicants with less than 45 college credit hours; must submit a copy of their High School Diploma or GED. *Fingerprinting is required for everyone; therefore the Office of Human Resources will assist you with this process.*

Note: Once you have registered for an orientation; you **MUST** consider your registration as your confirmation to attend; no further notifications will be sent out by the HR Office; therefore please mark your calendars accordingly. Please note that the space is limited to a certain number of applicants per session; therefore, applicant's names are added to the registration list in the order in which they are received.

Substitute Orientations are held in the Board Room Located at 420 South Shawnee Street.

Substitute Orientation Schedule for 2017-2018 School Year

Date	Time
Wednesday, August 2, 2017	10:00 - 12:00
Friday, September 8, 2017	10:00 - 12:00
Thursday, October 5, 2017	10:00 - 12:00
Thursday, November 2, 2017	10:00 - 12:00
Thursday, December 7, 2017	10:00 - 12:00
Thursday, January 18, 2018	10:00 - 12:00
Thursday, February 15, 2018	10:00 - 12:00
*Thursday, March 29, 2018	10:00 - 12:00

*The last Substitute Orientation for the School Year will be on March 29, 2018.

Daily Rate:
Substitute Teacher \$75.00
Paraprofessionals/Aides \$65.00

For more information, please contact the Office of Human Resources at 936-569-5000. Ext. 8834

Revised, April 6, 2017

Nacogdoches Independent School District will Educate and Inspire Everyone to Achieve Excellence.