

# Becoming a Substitute



	Substitute Teacher	Substitute Teacher's Assistant (Paraeducator)	Substitute Custodian/ Assistant Cook/ Lunch/Recess Aide
Compensation	\$115.00 (4-year college degree) \$125.00 (CT Certified Teacher)	\$14.50/hour	Custodian \$15.50 Asst. Cook \$14.00 Lunch Aide \$15.00
Educational Requirement	Minimum 4-year college degree or Current CT Teaching Certification	2-year college degree OR 60 credits completed toward a degree OR a passing grade on the <a href="#">ParaPro Assessment</a>	High School Diploma or Equivalent (GED)
Fingerprint-Based Background Check	Required	Required	Required
Tuberculosis (TB) Testing	Required	Required	Required
Pre-hire online tutorials/training	Required	Required	Required

## APPLICATION INSTRUCTIONS

1. Complete and submit the easy online application found here:

[Substitute Teacher/Para Application](#)

[Substitute Custodian/Cook/Aide Application](#)

**Substitute Teacher/Paraeducator** applications will require (3) letters of reference to be uploaded to the application. Letters can be personal or professional in nature and should not be from family members.

**Substitute Custodian/Assistant Cook/Lunch Aide** applications will require contact information for (3) references. References can be personal or professional in nature and should not be from family members.

2. **Substitute Teachers & Paraeducators:** After submitting the online application, you will receive a confirming email containing additional application instructions. We will provide a hard copy packet of new hire forms for you to complete. After the packet is returned, a brief meeting will be held with the assistant superintendent at which you will finalize the application and be added to the substitute roster.

**Substitute Custodians/Assistant Cooks/Lunch Aides:** You will receive a follow-up message regarding an interview appointment. After the conclusion of an interview with either a building principal (lunch aide), food service director (assistant cook), or buildings & grounds director (custodian), you will be provided a hard copy application packet consisting of new hire forms. After completion of the packet, you will be approved for assignments.

All substitute new hires will finalize their application by:

- having fingerprints taken for a background check. Instructions for having this done will be provided. You will pre-enroll for fingerprints online, and you will be responsible for the \$13.25 fee to the State of Connecticut.
- having a Tuberculosis (TB) test performed. It is possible your health insurance will cover the expense of testing however, you will be responsible for the cost and you will need to allow a timeframe of 48-72 hours to have the test administered and results reported. If you have results from a TB test within the last 12 months, we can accept those results. Tests can be performed at your primary care office, at [CVS Minute Clinics](#), and various laboratories and clinics throughout the area.
- completing up to 2 more hours of online training to satisfy district and State of Connecticut pre-hire requirements. If you have completed any of the training in the last 12 months, and can provide the evidence of completion, you will have satisfied the requirement.

Thank you for your interest in becoming a substitute in Clinton.

If you have more questions or issues with the online application, please email [Sandra Murphy](#).