

SAU 39
Substitute Teacher Interview Process
Amherst, Mont Vernon and Souhegan Cooperative School Districts

Goals:

- To meet and qualify the applicants who apply to be a substitute in the Amherst, Mont Vernon or Souhegan Cooperative School Districts within SAU 39.
- To value the importance of having a conversation to explore and understand position expectations and the role that the substitute teacher plays in the student learning outcomes of that day.
- To provide the substitute teacher applicant with a tour of the school in which they are interviewing and address any questions or concerns to ensure that being a substitute would be a good fit at a particular building level.

Process:

1. Application: Substitute teacher candidates will complete the online application through our applicant tracking software. <https://www.sau39.org/Page/566>
2. Scheduling: HR Coordinator will route the electronic application to the Administrative Assistant and Building Administrator, based on the substitute teacher applicant's building / level preferences.
3. Interview: Substitute teacher applicant will interview with a building administrator and tour the school.
4. Recommendation: Administrator will make a hiring recommendation to Human Resources.
5. Notification: Human Resources will notify the applicant of their selection status as a substitute teacher.
6. New Hire Processing: Human Resources will provide the applicant with the required new hire employment documents including criminal background release and fingerprint card.
7. Substitute Login and Accepting Jobs: Upon clearance of criminal background check results, Human Resources will add the new substitute to the SAU 39 sub list and provide the substitute with login information to access Absence Management.