

HILLSBORO-DEERING SCHOOL DISTRICT

Dear Substitute Teacher:

Thank you for your interest in becoming a substitute teacher for the Hillsboro-Deering School District. The school system will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign substitute teachers to substitute teaching positions on the basis of their areas of competence. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role.

Substitute Hours:

Hillsboro-Deering Elementary School

Substitute Teacher Hours: 8:00am-3:15pm

Substitute Para Hours: 8:10am-3:10pm

Hillsboro-Deering Middle School

Substitute Teacher Hours: 7:05am-2:20pm

Substitute Para Hours: 7:15am-2:15pm

Hillsboro-Deering High School

Substitute Teacher Hours: 7:00am-2:15pm

Substitute Para Hours: 7:15am-2:15pm

Substitute pay rates:

Teacher Substitute	Paraeducator Substitute	Long-Term Teacher Substitute	Nurse Substitute	Cafeteria/ Recess Monitor Substitute	Food Service Substitute
Certified Teacher \$120.00/day Not Certified \$100.00/day	\$100/day	After 15 days in the same assignment, salary begins which is derived by dividing the current step 1 BA degree base salary in the teacher's master contract, by 190 days. (\$243.64/day) Certified teachers only	\$160.00/day	\$10.00/hour	\$10.50/hour

****All Substitutes receive a 30 minute unpaid lunch****

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Although we attempt to provide all substitute teachers equal access to available teaching assignments, we cannot guarantee any minimum number of assignments. As a substitute teacher, you are employed strictly on an on-call, per diem basis. It is difficult to anticipate how many days during the school year you might be called on to teach. However, substitute teachers who indicate flexibility with respect to assignment and availability have a distinct advantage.

Please apply at www.hdsd.org. Once your application is submitted, it will be reviewed by the Superintendent of Schools for approval. When an applicant has been approved, he/she will be contacted by the SAU #34 Office. Before employment, you will be asked to provide two forms of identification to evidence identity – a driver's license with photograph or other state issued identity card and a document to evidence work authorization, i.e. a social security card, a U.S. birth certificate, or passport. In accordance with NH RSA 189:13a, we require a School Employee Criminal History Records Check which includes fingerprinting. We look forward to the completion of your application and thank you for your interest in becoming a substitute teacher. If you have any questions please contact Terese Rheault at 464-4466 or email trheault@hdsd.org.