

Lebanon School District

School Administrative Unit Eighty-Eight

84 Hanover Street

Lebanon, NH 03766

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Substituting in the Lebanon Schools

Revised 9/2009

Requirements to substitute for a teacher or paraeducator - \$70/day

- High School diploma plus minimum of two years or more of college and experience working with school-age children, or the equivalent
- Degree in education and eligibility for teacher certification, current certification, or expired certification very desirable
- In some cases, High School diploma and experience working with school age children may qualify an individual for entry-level assignments.

Requirements to substitute for school nurse - \$120/day

- Must be a Registered Nurse and hold a valid NH Nursing License
- LPN's may sub for an RN if supervised by an RN

Application Procedure

- Fill out application, including names and phone numbers of three references. Mail to Martha MacDonald at the above address.
- You will be given a date to attend a group interview and orientation session. We will take care of the required fingerprinting and other paperwork at the same time, including:
- W-4 and I-9 (must present driver's license and social security card; driver's license and birth certificate; passport; or other evidence of identity and eligibility for employment)
- Authorization Form for Criminal Records Investigation, fingerprints, and a **check** for \$55.25 to State of NH - Criminal Records. **Cash is not accepted.**
- Following the group meeting, if your references and background check out, your name will be placed on our list of substitutes and you may be called to substitute in situations for which you are qualified.

Reimbursement for Criminal Record Check

- If you substitute 2 times, you may request reimbursement of \$55.25. **The reimbursement form is found in your orientation packet.** The District covers the cost of the criminal records background check for school volunteers.