

SUBSTITUTE TEACHERS:

We are continuously accepting applications for Substitute Teacher positions throughout the year. If you have a four-year degree - not necessarily in the field of education - we would be pleased to consider your application as a Substitute Teacher. Please review the information listed below.

- Our application requires three letters of reference, proof of State of Maine CHRC Approval, and copies of your transcripts. Other payroll forms enclosed with our application include W-4 Forms, I-9 Form, MainePERS Application & other helpful informational sheets. We do not conduct interviews for Substitute Teacher positions, therefore, the three letters of reference are required - your application cannot be processed without them. Letters of reference must include: a) one character reference; b) two letters from most recent supervisors pertaining to your abilities and job performance. Letters must include signatures and when appropriate, be on company letterhead. (Emailed letters without signatures are not acceptable documents.)

Daily Compensation: \$87 Short-Term
\$117 Long-Term (after ten (10) consecutive days in the same position)

PLEASE NOTE:

- **Prior to being considered for substitute teaching in the Bangor school system, all new and returning substitutes must first attend a Substitute Training/FERPA Session. Without this training and annual FERPA update, your application cannot be given further consideration. If you are contemplating becoming a Substitute for Bangor School Department (in any capacity), please feel free to attend a session. (Please see our Fall/Winter Training/FERPA schedule listed on our Employment page.)**
- **Bangor School Department currently employs the automated sub calling services of Aesop Substitute Placement. At each Training/FERPA session, Aesop information will be provided that will equip new substitute teachers to use the program. We expect you will find it a very informative meeting & a helpful resource for the coming school year.**

We look forward to hearing from you. If you have questions, please feel to call our Personnel Office at 992-4152

PLEASE NOTE:

In consideration of our staff and students, please limit the use of fragrance-based products while on assignment. We sincerely thank you for your cooperation.