

## **SUBSTITUTE EDUCATIONAL TECHNICIANS:**

We continuously accept applications for substitute educational technicians throughout the year. If you have 90 credit hours of post-secondary education—not necessarily in the field of education—we would be pleased to consider your application. Please review the information listed below.

- Our application requires three letters of reference, proof of Maine Department of Education CHRC approval, and copies of your transcripts. Our application packet also includes payroll forms and informational items. We do not conduct interviews for substitute educational technicians; therefore, the three letters of reference are required, and your application cannot be processed without them.
- Letters of reference must include a) one character reference and b) two references from your 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.)

Compensation:   \$12.50/per hour (short-term)  
                          \$13.00/per hour (after 10 consecutive days in the same position)

### **PLEASE NOTE:**

- Prior to being considered for substituting in the Bangor School Department, all new and returning substitutes must first attend a substitute training/FERPA session. Without this training, your application will not be given further consideration. If you are contemplating becoming a substitute in any capacity, please feel free to attend a session. **Prior to attending a session, please RSVP by calling 992-4152.** (Please see the training schedule listed on our employment page.)

**If you have questions, please call Central 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.**