



# Gregory-Portland Independent School District

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TO: Prospective Substitute  
FROM: Human Resources  
SUBJECT: Substitute Teacher Information

To become a substitute, you must complete the online application. The application is located at the link below or by visiting the Gregory-Portland ISD website at [www.g-pisd.org](http://www.g-pisd.org).

Direct Job Application Access:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfingregporttx/rappljoblst484.w>

- All approved substitutes are required to have a minimum of a high school diploma. Applicants with GED will be considered for substitute employment only if they have earned an Associate's Degree or higher.
- All substitutes are required to be fingerprinted through SBEC according to Senate Bill 9 and a **Social Security Card & Picture I.D** must be provided to complete this process. An email with the fingerprinting information will be emailed to the applicant.
- All substitutes are required to provide an original high school or college transcript that includes the high school graduation date prior to employment.
- All degreed substitute teachers are required to provide an original college transcript that includes the highest degree earned.
- All certified substitute teachers are required to provide a copy of their teaching certificate and an original college transcript that includes the highest degree earned.
- **All transcripts must be in a sealed envelope from the issuing institute.**

## **GENERAL INFORMATION:**

1. Each principal is responsible for obtaining substitutes for his/her campus.
2. Substitutes are paid on the basis of one-half and whole days only.
3. All G-PISD employees must participate in the direct deposit service. Pay dates are monthly. Your financial institution or pay card provider determines the exact time of credit to your individual account. Work done after the payroll cut-off date of each month will appear on the next principal's reports, and the substitute will be paid the ensuing month.
4. Substitutes are urged to keep Human Resources informed concerning address, phone number, or availability changes.
5. Qualified substitutes are always given consideration when a regular teacher position opens.
6. Should you have questions, call the Human Resources at 777-1091, Ext. 1020.

**\*The minimum rate of a substitute for a certified administrator equals the midpoint of an Elementary School Assistant Principal as printed in the District's Pay System.**

**\*\*Substitutes will be paid the higher rate if substituting consecutive days for the same employee.**