

## SUBSTITUTE TEACHERS

Thank you for your interest in Hillside Public Schools. We are committed to providing our students with the most qualified candidates who are dedicated to positive interaction and collaborative efforts with staff to maintain consistency and efficiency for all Hillside students.

Contact Mrs. Maria Cruz at 908-352-7664 ext. 6414 with any questions regarding the substitute process and to schedule an appointment to return all required documents.

### **TO BECOME A SUBSTITUTE IN HILLSIDE**

Candidates must have a minimum of 60 college credits. The credits must be from an accredited two- or four-year higher learning institution. Credits from trade schools are not accepted.

### **PROCESS/PAPERWORK TO BECOME A SUBSTITUTE TEACHER**

The following process is required for candidates applying for substitute teaching that do not hold a current certificate:

- Complete the Hillside Board of Education's application by accessing <https://www.applitrack.com/hillsidek12> and completing the application for Job ID#1413
- Complete the fingerprint process. Schedule an appointment and pay fees through the criminal history website- <https://www.nj.gov/education/crimhist>. After approximately two weeks, you will be required to print your clearance letter from the criminal history website.
- Complete an application for a substitute license by accessing <https://nj.gov/education/license>
  - Applicants must register as a new user
  - Once registered as a new user, click **apply online**
  - Click on **Credential Application**
  - Click on **Substitute Application**
  - Select **Substitute**
  - Proceed with application
  - Pay \$125.00 fee online
- You will receive a payment confirmation upon completion of the application and receipt of payment. The confirmation will contain a **tracking number**.
- You must then contact Mrs. Maria Cruz (908-352-7664 ext. 6414) to schedule an appointment to bring in the following paperwork:
  - Official college transcripts
  - Fingerprint clearance letter
  - Copy of payment confirmation with **tracking number**.