



# Substitute Teacher Application Guidelines

## **To apply for a Substitute Position with Sweetwater County School District No. 2**

*All Substitute teachers must have earned sixty-five (60) semester hours from a regionally or nationally accredited institution or attend the Substitute Training Class at Western Wyoming College and obtain a substitute permit the alternative path.*

1. Complete the application for Sweetwater County School District No. 2, at <https://swcsd2.applicantportal.com/applicant/login.php> AND
2. Obtain a Wyoming Substitute Permit/Wyoming Certification. *To obtain a Substitute Permit or a Wyoming Teacher Certification, apply with the Professional Teaching Standards Board, 1920 Thomas Avenue, Suite 400, Cheyenne, WY 82001. Toll Free: (800) 675-6893 or (307) 777-7291. E-mail: <http://wyomingptsb.com>* They will require:
  - Application for a Substitute Permit/Certification
  - Official Transcripts from your graduating college/university
  - Meet Wyoming History and US Constitution requirements
  - Fingerprinted & background check
  - Fee: \$100 total (\$50 for fingerprinting & \$50 for permit)

## **General Information**

Substitute Permits/Certifications are issued by the Professional Teaching Standards Board and are renewable every five (5) years. Requirements are listed on the back of the certificate.

**Salary:**                      **\$17 per hour**                      **\$17.92 per hour for Certified Teacher**

Submit Application online at: <https://swcsd2.applicantportal.com/applicant/login.php>

If you have any questions please contact the Human Resources Office at (307) 872-8811 or (307) 872-5509.