

SCITUATE SCHOOL DEPARTMENT

3 GEORGE WASHINGTON HIGHWAY, CLAYVILLE, RHODE ISLAND 02815
MAILING ADDRESS: P.O. Box 188, NORTH SCITUATE, RHODE ISLAND 02857-0188

TEL. 401-647-4100

FAX 401-647-4102

TTY 800-745-5555

VOICE 800-745-6575

CAROL A. BLANCHETTE
SUPERINTENDENT OF SCHOOLS

MATTHEW L. BOBOLA
DIRECTOR OF ADMINISTRATION AND FINANCE

SCHOOL COMMITTEE
ERIKA MCCORMICK, CHAIR
JAMES M. SCACCO, JR., CLERK
CAROLYN DIAS
MARY MANNING-MORSE
COLEEN PENDERGAST

Application Procedure for Substitute Teacher Position

Thank you for your interest in serving as a substitute teacher for the Scituate School Department.

The components listed below must be complete and on file at the administration office before you can be called for an interview:

1. Letter of Interest indicating your interest and availability for a substitute teacher position.
2. I-9 form - To be completed at Administration Office. You will be required to provide 2 forms of identification such as Driver's License, Social Security Card or Passport.
3. W-4 form - To be completed at Administration Office
4. National Background Check with fingerprints- Please note that the school department must have/see original BCI documents.
5. Resume
6. College Transcripts (including undergraduate) - copies are acceptable
7. Valid RI Teaching Certificate or NE Credential (if non-certified, see below)
8. Three letters of reference
9. NTE or Praxis Score

When your packet is complete, you will be called for an interview. After a successful interview, your name will be added to our substitute list.

NON-CERTIFIED APPLICANTS

All non-certified applicants must submit **official transcripts** that document attainment of a 4 –year degree. Additionally, non-certified applicants must be interviewed by the Assistant Superintendent prior to employment.

The Scituate School Department will make every effort to place a certified substitute in each daily opening. However, if a certified substitute is not available, a non-certified substitute may be employed. Non-certified substitutes **CANNOT** serve in long-term substitute positions.

The Scituate School Department does not discriminate on the basis of age, sex, sexual orientation, marital status, race, religion, national origin, color, creed, political affiliation or disability in any of its educational programs and activities, and in employment and application for employment, as required by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1965, the Age Discrimination Act of 1975, and other federal and state laws that prohibit discrimination. The following person has been designated to handle inquiries regarding the non-discrimination policies: Equal Employment Officer, P.O. Box 188, North Scituate, Rhode Island 02857, Telephone: (401) 647-4100; Email: EEO@ScituateSchoolsRI.net. You may also direct inquiries directly to: Office for Civil Rights (Boston Office), U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: (617) 289-0111; Facsimile: (617) 289-0150; Email: OCR.Boston@ed.gov. If you require an accommodation to attend a meeting or program at a school, call the Equal Employment Officer at least two business days in advance of the meeting or program.