FRONTLINE (FORMERLY, TEAMS) INSTRUCTION MANUAL SUPPLEMENT FOR SUBSTITUTES

IMPORTANT: Click "save and continue" and "ok" to navigate in between pages of the application. To do otherwise might result in your answers/progress being lost or erased. When done making any updates, click through to the end of the application and select "I agree" and "submit" to ensure any changes are updated.

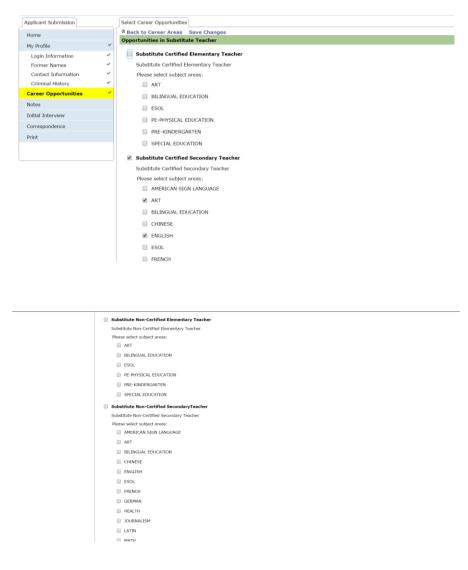
Career Opportunities

Select at least one of the four bolded options:

- Substitute Certified Elementary Teacher
- Substitute Certified Secondary Teacher
- Substitute Non-Certified Elementary Teacher
- Substitute Non-Certified Secondary Teacher

Once you have selected a bolded option, pick at least four subcategories beneath your bolded option. For example, if you select "Substitute Non-Certified Secondary Teacher," you could select Art, ESOL, French and German.

NOTE: Texas or out of state teaching certifications are listed in a different section of the application. Completing this section ensures the substitute department can access your application for consideration.



Certifications

List your Texas or out of state teaching certifications that you currently hold. If you are not a certified teacher, select "No Certification" and briefly explain why you wish to substitute teach in the district.

Applicant Submission		Certifications						
Home		Certification Types						
My Profile Login Information Former Names Contact Information Criminal History Career Opportunities Application Contact Origin	· · · · · · · ·	State of Texas Certification with a status of active or pending (including teacher, paraprofessional, and administrators) Atternative Certification Program Atternative Certification Program Zerodit Hours in a Subject Area with a Deficiency Plan Zerodit Hours in a Subject Area without a Deficiency Plan Dut of Staty/Out of Country Certification						
Contact Origin Personal Information Extracurricular Activities Additional Languages	* * * *	No Certification State of Texas Certification with a status of active or pending (including teacher, paraprofessional, and administrators) Sort Clear Sorted by: (default) Level Area of certification Issued Expiration Submitted for Approval						
Assessments	~	4-8	Generalist	06-03-2011	08-31-2022	Submitted for Approval		
Certifications	~	4-8	Science	06-03-2011	08-31-2022			
Education History Work Experience	ž	8-12	Life Sciences	03-25-2012	08-31-2022			
References Interviews Tests	~	Add Edit Delete				record count: 3 of 3		
Moral Turpitude Additional Questions Attachments	> > >			Save and Continue	Back			
Submit Application Notes	~							

Education History

Click "Add" to enter your education level. You will select from the following options:

- College/University
- Business School/Trade School
- High School/GED Education (including No High School Diploma or GED)

Use the drop down arrows to enter additional details.

NOTE: If entering education earned outside of the United States, you will be prompted to indicate if your credentials have been evaluated by a credential evaluation provider.

Applicant Submission		Education History			
Home		Please select the highest education level you have completed, or on which you are working from the list l	elow. If University/College information	tion is recorded, Business/Trade School and High Scho	ol/GED information is not needed.
My Profile	~	The minimum level of education required for the selected jobs is .			
Login Information	~	Education History			
Former Names	~	Sort Clear Sorted by: (default)			
Contact Information	~	Institute Name	Degree Earned	Major Subject	Grad Date
Criminal History	~	Austin Business College	BACHELORS	Interdisciplinary Studies	05-2010 0
Career Opportunities	~				record count: 1 of 1
Application	P	Add Edit Delete			
Contact Origin	v		Continue Back		
Personal Information	~				
Extracurricular Activities	~				
Additional Languages	~				
Assessments	~				
Certifications	~				
Education History	Ý				
Work Experience	~				
References	~				
Interviews	~				
Tests					
Moral Turpitude	~				
Additional Questions	ž				
Attachments	Ľ				
Submit Application	×.				
Notes					
Initial Interview					
Correspondence					
Print					

Work Experience

List your school district and non-school district work history. Include volunteer experience here, and make sure that you document all jobs for which you have a professional reference in the "references" section. Leaving this section blank could result in you not being considered further for substituting.

Applicant Submission		Work Experience		
Home		Work Experience		
My Profile	~	Sort Clear Sorted by: (default)		
Login Information	~	Experience Type	Employer	Years of Experience
Former Names	~	NonDistrict	Microsoft	12
Contact Information	~			record count:
Criminal History	~			
Career Opportunities	~	Add Edit Delete		
Application	, P			
Contact Origin	~		Continue Back	
Personal Information	~			
Additional Languages	~			
Assessments	~			
Certifications	~			
Education History	~			
Work Experience	~			
References	~			
Interviews				
Tests				
Moral Turpitude	~			
Additional Questions	~			
Attachments	~			
Submit Application	~			
Notes				
Initial Interview				

References

Two references are required, with the recommendation of including a current or former supervisor. List accurate email addresses when prompted; it is recommended that you contact your references to ensure they respond to the reference request sent to them in a timely manner. (The reference request email originates from <u>donotreply@pisd.edu</u> and is titled "Applicant reference questions.")

Applicant Submission		References		
Home		References		
My Profile	v	Sort Clear Sorted by: (default)		
Login Information	~	Name	Туре	
Former Names	v	Jane doe	Personal	
Contact Information	~	jeff smith	Teacher	
Criminal History	~	bob smith	Personal	
Career Opportunities	4	Cynthia Hawkins	Manager	
Application		Welch Vizzo	Teacher	
		Kim Winnubst	Peer	
Contact Origin			record cou	unt: 6 0
Personal Information	č	Add Edit Delete		
Extracurricular Activities				
Additional Languages	~		Continue Back	
Assessments	~			
Certifications	~			
Education History	~			
Work Experience	Ý			
References	~			
Interviews	~			
Tests				
Moral Turpitude	~			
Additional Questions	¥			
Attachments	~			
Submit Application	~			
Notes				
Initial Interview				
Correspondence				
Print				

At the end of the application, click "I agree" and "submit" to send in your application. Afterwards, you may also email the department at <u>substitute@pisd.edu</u> to indicate your interest in substituting for Plano ISD.

Home		Agreement
My Profile	4	You have reached the end of the application process. If you have completed all required information you can submit this
Login Information	~	application at this time. If you do not submit your application, remember that incomplete applications will only be saved for 72 hours.
Former Names	~	AGREEMENT:
Contact Information	~	I hereby certify that the information entered for this application, to the best of my knowledge, is true, accurate, and complete. Any missroresentation or willful enterisions of facts shall be sufficient cause for the dissualification of my
Criminal History	*	application or termination of my employment. Furthermore, I understand that this application and associated records become the property of Plano Independent School District, which reserves the induit to accent or releast II. Turther saree to
Career Opportunities	4	observe all rules, regulations, and policies of Plano Independent School District, should I be hired, I also authorize Plano
Application	o	Independent School District to conduct inquiries to determine my acceptability for employment including, but not limited to: work history, personal references, criminal history, certification(s), license(s), and/or qualifications.
Contact Origin	~	Please indicate your acknowledgement of the above statements:
Personal Information	4	I AGREE
Extracurricular Activities	~	I DO NOT AGREE, and therefore wish to discontinue the application process.
Additional Languages	~	DO NOT AGKEE, and therefore wish to discontinue the approximation process. Please be advised that if the application does not agree to the above statements, this application will be deleted.
Assessments	~	Liener pe analyze and a new abbarrant does IEE oliter to me anote sameturary turs abbarrant, an or exercise
Certifications	~	Submit
Education History	~	
Work Experience	~	
References	~	
Interviews	~	
Tests	~	
Moral Turpitude	~	
Additional Questions	~	
Attachments		
Submit Application		