

## 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.

Applicant Submission

- Home
- My Profile
- Login Information
- Former Names
- Contact Information
- Criminal History
- Career Opportunities**
- Notes
- Initial Interview
- Correspondence
- Print

Select Career Opportunities

[Back to Career Areas](#) [Save Changes](#)

**Opportunities in Substitute Teacher**

**Substitute Certified Elementary Teacher**  
Substitute Certified Elementary Teacher  
Please select subject areas:  
 ART  
 BILINGUAL EDUCATION  
 ESOL  
 PE-PHYSICAL EDUCATION  
 PRE-KINDERGARTEN  
 SPECIAL EDUCATION

**Substitute Certified Secondary Teacher**  
Substitute Certified Secondary Teacher  
Please select subject areas:  
 AMERICAN SIGN LANGUAGE  
 ART  
 BILINGUAL EDUCATION  
 CHINESE  
 ENGLISH  
 ESOL  
 FRENCH

**Substitute Non-Certified Elementary Teacher**  
Substitute Non-Certified Elementary Teacher  
Please select subject areas:  
 ART  
 BILINGUAL EDUCATION  
 ESOL  
 PE-PHYSICAL EDUCATION  
 PRE-KINDERGARTEN  
 SPECIAL EDUCATION

**Substitute Non-Certified Secondary Teacher**  
Substitute Non-Certified Secondary Teacher  
Please select subject areas:  
 AMERICAN SIGN LANGUAGE  
 ART  
 BILINGUAL EDUCATION  
 CHINESE  
 ENGLISH  
 ESOL  
 FRENCH  
 GERMAN  
 HEALTH  
 JOURNALISM  
 LATIN  
 MATH

## 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.

The screenshot shows the 'Certifications' section of an applicant submission form. On the left is a navigation menu with 'Certifications' highlighted. The main content area is titled 'Certification Types' and includes several radio button options: 'State of Texas Certification with a status of active or pending (including teacher, paraprofessional, and administrators)', 'Alternative Certification Program', 'University Certification Program', '24 Credit Hours in a Subject Area with a Deficiency Plan', '24 Credit Hours in a Subject Area without a Deficiency Plan', 'Out of State/Out of Country Certification', and 'No Certification'. The first option is selected. Below this is a table with columns for 'Level', 'Area of certification', 'Issued', 'Expiration', and 'Submitted for Approval'. The table contains three rows of data. At the bottom of the table are 'Add', 'Edit', and 'Delete' buttons, and a 'record count: 3 of 3' indicator. Below the table are 'Save and Continue' and 'Back' buttons.

Level	Area of certification	Issued	Expiration	Submitted for Approval
4-8	Generalist	06-03-2011	08-31-2022	
4-8	Science	06-03-2011	08-31-2022	
9-12	Life Sciences	03-25-2012	08-31-2022	

## 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.

The screenshot shows the 'Education History' section of an applicant submission form. On the left is a navigation menu with 'Education History' highlighted. The main content area has a heading 'Education History' and a sub-heading 'Please select the highest education level you have completed, or on which you are working from the list below. If University/College information is recorded, Business/Trade School and High School/GED information is not needed. The minimum level of education required for the selected job is .'. Below this is a table with columns for 'Institute Name', 'Degree Earned', 'Major Subject', and 'Grad Date'. The table contains one row of data. At the bottom of the table are 'Add', 'Edit', and 'Delete' buttons, and a 'record count: 1 of 1' indicator. Below the table are 'Continue' and 'Back' buttons.

Institute Name	Degree Earned	Major Subject	Grad Date
Austin Business College	BACHELORS	Interdisciplinary Studies	05-2010

## 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.

Experience Type	Employer	Years of Experience
NonDistrict	Microsoft	12

## References

Two professional references are required, with at least one coming from 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 [donotreply@pisd.edu](mailto:donotreply@pisd.edu) and is titled "Applicant reference questions.")

NOTE: You may list personal references, but they do not count towards the two professional references required for substitute consideration. Professional references are those who can attest to your skills in the workplace and might include former supervisors, coworkers, or current volunteer coworkers.

Name	Type
jane doe	Personal
jff smith	Teacher
bob smith	Personal
Cynthia Hawkins	Manager
Kevin Vizzo	Teacher
Kim Wenzel	Peer

At the end of the application, click "I agree" and "submit" to send in your application. Afterwards, you may also email the department at [substitute@pisd.edu](mailto:substitute@pisd.edu) to indicate your interest in substituting for Plano ISD.

**Agreement**

You have reached the end of the application process. If you have completed all required information you can submit this application at this time. If you do not submit your application, remember that incomplete applications will only be saved for 72 hours.

**AGREEMENT:**  
I hereby certify that the information entered for this application, to the best of my knowledge, is true, accurate, and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for the disqualification of my 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 right to accept or reject it. I further agree to observe all rules, regulations, and policies of Plano Independent School District, should I be hired. I also authorize Plano 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.

Please indicate your acknowledgement of the above statements:

**I AGREE**  
 **I DO NOT AGREE**, and therefore wish to discontinue the application process.

Please be advised that if the applicant does not agree to the above statements, this application will be deleted.

**Submit**