

**The School District of the Tomorrow River  
357 North Main Street  
Amherst, Wisconsin 54406  
715/824-5521 ext. 1**

**VACANCY NOTICE**

2018-2019 School Year

**Position:** *Substitute Teachers*

**Minimum Qualifications:**

1. Must hold a valid Wisconsin Teaching or Substitute Teaching License.
2. Must be able to maintain all aspects of confidentiality.
3. The ability to work cooperatively with staff and students.
4. Favorable background check.

If you do not currently hold a Wisconsin DPI Substitute Teaching License but do have an associate degree or higher and an interest in becoming a substitute teacher, please refer to the following DPI website for more information regarding substitute teacher training programs and licensing requirements at:

<http://dpi.wi.gov/tepd/licensing/types/three-year-substitute>

Substitute teachers must present proof of certification training or teaching experience upon request. Costs associated with obtaining licensure is the responsibility of the applicant, however the District does offer a “Substitute Teacher License Agreement” for reimbursement of actual cost of DPI licensing fee with a maximum of \$100, and actual cost of a substitute teacher education class fee with a maximum of \$125. The detailed agreement can be found on our district website under employment or at:

<http://www.amherst.k12.wi.us/District/employment/Sub%20Teacher%20Agreement.pdf>

Licensing must be complete before you advance in the process of applying to substitute for our district.

**Contract/Salary:** \$110/day

**Application Procedure:**

- STEP 1. Visit our website at [www.amherst.k12.wi.us](http://www.amherst.k12.wi.us) and print an official ***Licensed Staff Employment Application and Substitute Teacher Interest Form***, or contact the District Office for an application packet at 715-824-5521 ext. 1.
- STEP 2. Complete and return the application and form with all of the following:
  - Cover Letter (addressed to Mr. Michael Toelle, District Office)
  - Resume
  - Two (2) current letters of recommendation (work references preferred)
  - Copy of license

*Once you have completed these steps, you will be eligible to be selected for a brief interview with the district. Not all applicants are selected for an interview.*

**An Equal Opportunity Employer and Provider  
Information about Wisconsin Licensing can be obtained by calling 608/266-1027**