

**Oyster River Cooperative School District
Personnel Office**

**36 Coe Drive
Durham, NH 03820-2200**

**(603) 868-5100 x 2004
Fax (603) 868-6668**

Substitute Hiring Procedure

Applications must be completed and submitted to the SAU office, located at 36 Coe Dr., Durham, NH. The application will then be forwarded to the appropriate school(s) for review. Interviews are arranged by the individual schools and take place at the school level.

Once an applicant has been approved by the interviewer, the interviewer is to verbally check and document 3 references. The approver is to indicate in the upper corner of the application that the application is approved, along with the approval date and the approver's signature. The approved application and completed references are then returned to the SAU. The applicant will be contacted by the SAU office to set up an appointment to complete the fingerprinting, criminal record background check, and the other necessary paperwork.

Appointments are scheduled between 8:30am and 3:30 pm, Monday through Friday.

Approved substitutes will need to bring the following to the appointment:

- A passport or two other forms of identification (drivers' license and birth certificate, or driver's license and social security card)
- **\$49.75** for the background check (checks are payable to State of NH – Criminal Records)

After five days of substitute teaching, the substitute is eligible for reimbursement of the \$49.75 fee. In order to be reimbursed, a tracking form indicating the dates and locations worked must be completed and forwarded to the accounts payable department at the SAU office. (A tracking form is given to each new substitute after they have completed the necessary paperwork).