



Human Resources Department
2200 Tamarack
McAllen, Texas 78501
(956) 618-6005/ (956) 618-4193 (Fax)
www.mcallenisd.org

Substitute Teacher Application Instructions

APPLICATION REQUIREMENTS: All items (*except recommendation forms) must be submitted at the same time to the Human Resources Department for review and evaluation. Incomplete applications shall not be processed. Applicants who submit a complete application and meet all of the requirements will be contacted and scheduled to attend a Substitute Teacher Orientation.

- Substitute Teacher Application (**ONLINE**)
- Waiver for Criminal History Record Information Form

Please provide the following original documents:

- High School Diploma or GED Certificate or official college transcript. If degree was earned outside of the United States, you must provide an evaluation of your degree(s).
- Introduction to Substitute Teacher Course Certificate (Course provided at UTPA or STC) Certified Teachers do not require this certificate or if enrolled in a Alternative Teacher Certification Program
- If you are a certified teacher, please provide a copy of your certification.
- TB Test (taken within 1 year)
- Social Security Card
- Valid Driver's License or other picture ID
- INS Authorization Document(s) (if applicable) –If you are not a citizen of the U.S., you must provide INS documentation indicating your status (i.e. Permanent Resident Card)

- *Minimum of 3 Recommendation Forms must be completed and **mailed** by your references to our office. References can be current or former employers, co-workers, professors, etc. (no family members).

The recommendation forms must be submitted to the Human Resources Office no later than 10 days after the application is received by Human Resources.

Please provide your reference with the Recommendation Form and a self-addressed stamped envelope addressed to:

McAllen ISD
Human Resources Department
2200 Tamarack
McAllen, TX 78501-6126