Thank you for the interest you have shown in applying for a Substitute position with the Gadsden Independent School District.

The processing of applications takes about 7-10 working days. In order to have your name added to the sublist in a timely manner, you will need to complete the following steps:

1. Fill out your application.

2. Submit a notarized copy of high school diploma/GED or provide original high school diploma/GED for copying purpose or official transcripts in the school sealed envelope.

3. Submit three letters of reference. All three must be from professional references. One of these letters should be from a former employer whom you worked for within the past three years.

4. All substitute applicants must complete steps 1-3 before a background check appointment can be scheduled by the HR Legal Specialist. We will not accept background check cards from any other organization. The fee for the background check for Substitute Teacher applicants is $75.00, payable by money order, to the New Mexico Public Education Department. The fee for background check for Custodial and Student Nutrition Program (cafeterias) Substitute applicants is $44.00, payable by money order, to New Mexico Department of Public Safety. A fee of $3.00, payable in cash or money order is also due at the time of fingerprinting. NOTE: Although you may begin subbing, employment may be withdrawn upon information disclosed by such references or background investigation. The background check includes a state, as well as FBI investigation.
5. Observation forms will be issued upon completion of background check by the Substitute Specialist. This form should be taken to the school where you would like to substitute and be completed by the Principal or his/her designee. After completing the observations, please return the observations to the Substitute Specialist.

6. You will be scheduled to attend a mandatory substitute orientation through the Gadsden Independent School District. At the orientations, we will assist substitute teachers in filling out an Application for Substitute Certification. The fee for a Substitute License is $35.00, payable by money order to New Mexico Public Education Department. Only certified substitutes and licensed teachers will be allowed to substitute in the classroom. **All applicable fees are the responsibility of the applicant.**

Please bring in all required documents when you bring your application: i.e. Diploma/Official transcripts, letters of reference, etc. When you come to your appointment, please bring the proper documents for your I-9 Form so copies can be made (Driver’s license and Social Security Card, and/or Birth Certificate, or Passport).

I have read and agree to the above conditions of employment. I understand that all fees are non-refundable, and that employment may be withdrawn based upon information received from the district’s background investigation.

**Accepted:**

________________________________________
Applicant

________________________________________
Date

**Witness:**

________________________________________
Position

________________________________________
Date
NOTE TO Gisd EMPLOYEE:
Applicant Instructions are to be read to each applicant at the time the form is given to them.

GADSDEN INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
P.O. DRAWER 70
ANTHONY, NM 88021
www.gisd.k12.nm.us

SUBSTITUTE APPLICATION
(A3/1/89;a6/20/91;R1/24/95;R2/7/96;R6/22/98;R11/10/98;R4/26/10)
An Equal Opportunity Employer

1. Date: ___________________________ Social Security No.: ___________________________

2. Name: ____________________________
   Last First Middle
   Other names under which information may be received (transcripts, etc.)

Mailing Address:

Number and Street/P.O. Box City State Zip Telephone

3. SCHOLASTIC PREPARATION

<table>
<thead>
<tr>
<th>High School/GED/College University and Address</th>
<th>Diploma/Degree or No. of Semester Hours</th>
<th>Area of Study Major/Minor</th>
<th>GPA</th>
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4. WORK EXPERIENCE (Begin with most recent experience. Attach additional page if needed)

a.__________________________________________________________
   Company/School Address
   Position Supervisor Length of Service
   Reason for Leaving Telephone

b.__________________________________________________________
   Company/School Address
   Position Supervisor Length of Service
   Reason for Leaving Telephone
4. WORK EXPERIENCE  (Begin with most recent experience. Attach additional page if needed)

<table>
<thead>
<tr>
<th>Company/School</th>
<th>Address</th>
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<table>
<thead>
<tr>
<th>Position</th>
<th>Supervisor</th>
<th>Length of Service</th>
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<table>
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<tr>
<th>Reason for Leaving</th>
<th>Telephone</th>
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5. GENERAL INFORMATION

a. Are you eligible to work in the United States?  Yes______  No______

b. List languages, other than English, that you speak, read, and write.

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<th>Company/School</th>
<th>Address</th>
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c. Have you ever worked in the Gadsden District?  Yes______  No______  If yes, list positions and dates.

<table>
<thead>
<tr>
<th>Company/School</th>
<th>Address</th>
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</table>

d. Schools where you would be willing to work:

- Anthony Elementary
- Berino Elementary (YR)
- Chaparral Elementary (YR)
- Desert Trail Intermediate (YR)
- Desert View Elementary
- Gadsden Elementary
- La Union Elementary
- Loma Linda Elementary (YR)
- Mesquite Elementary (YR)
- Riverside Elementary (YR)
- North Valley Elementary (YR)
- Santa Teresa Elementary
- Sunland Park Elementary
- Sunrise Elementary (YR)
- Vado Elementary (YR)
- Chaparral Middle
- Gadsden Middle
- Santa Teresa Middle
- Gadsden High
- Chaparral High
- Other____________________
- Other____________________
- Other____________________
- Santa Teresa High School
- Desert Pride Academy
- Residential Treatment Ctr.
- On Track Pre-K (AE)
- On Track Pre-K (LM)
- On Track Pre-K (GAC)
- On Track Pre-K (CH)
- Alma Del Valle

Day Cares
- On Track Pre-K
- Residential Treatment Ctr.
- On Track Pre-K
- On Track Pre-K
- On Track Pre-K

Days of the week you would be available:

____ Monday   _____ Tuesday   _____ Wednesday   _____ Thursday   _____ Friday


g. Please check the substitute position(s) you are applying for (check all that apply).

- Substitute Teacher
- Substitute Clerical
- Student Teacher
- Summer Substitute
- Substitute Custodian
- Substitute Security Guard
- Substitute Nurse
- Substitute SNP (Food Service)

h. Please list the skills that qualify you for the position(s) for which you are applying:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
5. REFERENCES (Please list at least one immediate supervisor familiar with your work performance and skills.)

<table>
<thead>
<tr>
<th>Name, Address, and Position</th>
<th>Telephone</th>
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</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
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<tr>
<td>b.</td>
<td></td>
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<tr>
<td>c.</td>
<td></td>
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</tbody>
</table>

I hereby authorize all schools and previous employers to disclose to the Gadsden Independent School District my records, reason for leaving, and all information which may assist the GISD in evaluating my application; and I hereby release them and the Gadsden Independent School District from all liability arising from such disclosure.

I hereby certify that the above information furnished on this application is true and correct; and I agree that if any of the information is false, such shall constitute grounds for the termination of any employment which may be granted to me.

____________________________________  ________________
Applicant's Signature                  Date

Gadsden Independent School District is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, religion or creed, age, sex, ethnicity, marital status, disability, or any other prohibited basis in compliance with the laws of the United States and the State of New Mexico.
AGREEMENT, AUTHORIZATION, WAIVER, AND RELEASE

A. Applicant Certification.

I hereby certify that the information contained in this application is true, accurate and complete, to the best of my knowledge and belief. I understand and agree that any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of my application or for termination of my employment. Failure to provide all or part of the information requested may result in the refusal of the School District to further consider me for possible employment.

B. Authorization for Reference Checks.

I hereby authorize the School District and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the School District will send a copy of this Agreement and Authorization to each individual or entity from whom it is seeking a reference or background information.

C. Waiver and Release as to Reference Checks.

I hereby authorize the party receiving a copy of this signed form (including a photocopy or facsimile copy) to provide and release complete information as may be requested, and I hereby waive any claim of confidentiality I might have with regard to such information.

I hereby release any person or entity providing information or records in accordance with this Agreement, Authorization, Waiver, and Release from any and all claims or liability for compliance.

I AM ALSO WAIVING ANY RIGHT OF ACTION, CAUSE OF ACTION, OR OTHER MEANS OF REDRESS I MAY HAVE AGAINST ANY PERSON OR ENTITY SUPPLYING EMPLOYMENT-RELATED INFORMATION--INCLUDING BUT NOT LIMITED TO INFORMATION CONCERNING MY BACKGROUND, WORK HISTORY, AND DISCIPLINARY HISTORY--TO THE SCHOOL DISTRICT.

D. Criminal Background Checks.

I understand and agree that if I am considered as a finalist for, or I am actually recommended for or offered employment, I will submit to a criminal background investigation, including mandatory fingerprinting, at my expense, to determine my acceptability for employment. Criminal convictions shall not automatically bar an applicant from obtaining employment with the School District, but pursuant to the Criminal Offender Employment Act of New Mexico (NMSA 1978, §28-2-1, et seq.), such convictions may be the basis for refusing employment. I understand that any employment offer is contingent upon, and expressly subject to, the satisfactory completion of all background checks. I further understand and agree that if the results of any such background check are not satisfactory in the sole discretion of the District, the District may provide me written notice of the withdrawal of its offer of employment, and that I shall be entitled to no further process or procedure.


I understand that, pursuant to the Inspection of Public Records Act (IPRA) as interpreted by recent court decisions, the identity of public sector job applicants and the information contained in this application and the information submitted by me or obtained pursuant to this agreement and authorization may be subject to disclosure to persons outside the School District, including the media, to the extent such information is not expressly protected from disclosure by exceptions to the IPRA, or other applicable employee privacy or confidentiality laws, including but not limited to, the Health Insurance Portability and Accountability Act (HIPPA). (Results of criminal background checks, if requested are privileged and protected from public disclosure.)

As a result, the applicant must make his or her own decision as to submitting the application and the impact which public disclosure of his or her identity as an applicant, or application materials may have.

____________________________________  ______________________
Signature of Applicant                  Date

____________________________________
Printed Name of Applicant
AMERICANS WITH DISABILITIES ACT
RECRUITMENT, ADVERTISEMENT, APPLICATION, AND EMPLOYMENT
NOTICE OF NON-DISCRIMINATION

The Gadsden Independent School District is committed to compliance to the Americans with Disabilities Act (ADA). We intend to ensure individuals with disabilities within our school corporation are treated fairly and given an equal opportunity to access our facilities, programs, activities, and employment.

It is unlawful for Gadsden Independent School District to discriminate on the basis of disability against a qualified individual in regard to:

(a) Recruitment, advertising, job application, and employment procedure;
(b) Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring;
(c) Rates of pay or any other form of compensation and changes in compensation;
(d) Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
(e) Leaves of absence, sick leave, or any other leave;
(f) Fringe benefits available by virtue of employment, whether or not administered by the covered entity;
(g) Selection and financial support for training, including; apprenticeships, professional meetings, conferences, And other related activities, and selection for leaves of absence to pursue training;
(h) And other term, condition, or privilege of employment.

Gadsden Independent School District will not isolate individuals with disabilities, discriminate on the basis of disabilities through contracts, avoid using qualification standards, criteria, methods of administration, or tests that discriminate against individuals with disabilities, avoid not making reasonable accommodations to an otherwise qualified individual with a disability.

The ADA requires that we focus on the ability, not the disability, of the individual. We will consider reasonable accommodations providing the individual can perform essential functions of the position. We are not required, however, to give preferential treatment to individuals with disabilities or lower our standards for performance.

The Gadsden Independent School District is committed to meeting the intent and the spirit of the ADA. All employees are urged in helping Gadsden Independent School District to meet this goal.

If you believe that Gadsden Independent has discriminated against you or someone you know on the basis of disability, or if you have questions or concerns about our responsibilities in this regard, please contact the Human Resource Department, (575)882-6225, P.O. Drawer 70, Anthony, NM 88021.

References
42 U.S.C. 12112 (Sec. 103 [ ]).

POLICY ON THE TREATMENT OF INDIVIDUALS WITH DISABILITIES
AS PER SECTION 504 OF THE REHABILITATION ACT OF 1973
AND THE AMERICANS WITH DISABILITIES ACT (ADA)

It is the policy of the Gadsden Independent School District not to discriminate against any otherwise qualified individual with a disability solely by reason of his/her disability, in admission or access to, or treatment of employment, in any program or activity sponsored by the school district.

Inquiries regarding compliance with this policy should be directed to the Department of Human Resources of the Gadsden Independent School District, P.O. Drawer 70, Anthony, NM 88021, (575)882-6200, or the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

I confirm that I have both read and understand the above stated policies regarding the Americans with Disabilities Act.

______________________________________________________________________________
Name of Employee (please print or type)          Date

______________________________________________________________________________
Signature
REGULATIONS FOR SUBSTITUTE TEACHER FOR PROFESSIONAL STAFF
(P3/13/78; A5/15/78; R6/30/82; R11/2/84; R7/1/86; R8/16/00)

The Gadsden district adheres to the following regulations regarding substitute teachers employed by the district:

1. A substitute teacher must be eighteen years of age and hold at least a high school diploma or GED equivalent education certificate.

2. Substitute teacher must be certified by the SDE and all requirements as set forth by that department.

3. A substitute must meet a minimum of two of the requisites from group A or one from group B, listed below:
   
   **Group A**
   
   A. Has been observed teaching for 3 hours or more in this school district at the grade level of students in which this applicant will serve.
   
   B. Has completed a substitute teacher workshop.
   
   C. Has performed at least three hours of instructional services as a substitute teacher within the past three school years.
   
   D. Has engaged in paid employment during the three years prior to applying for substitute teaching employment which is relevant to work or life experience.
   
   E. Has completed at least 60 hours of college-credit courses from a regionally accredited college or university.
   
   F. Has completed, or is currently enrolled in, an approved course or program from a regionally accredited college or university, where the course or program is structured to provide primary/secondary school teacher preparation.
   
   **Group B**
   
   A. Has completed an approved teacher preparation from a regionally accredited college or university.
   
   B. Possesses a current substitute or standard teaching license issued by an educator licensure issuing agency of another state.

4. An instructional assistant employed in a particular school shall be asked to act as a substitute only when the building principal (or the designated authority) cannot find a substitute teacher to fill a particular need. Only personnel with a valid substitute license may be used to substitute in a classroom.

5. Substitute teachers shall leave for the benefit of the returning teacher a written report on the conduct of the class including, but not limited to, how the assignments were carried forth, any breach of rules on the part of the students, or any other written report deemed necessary or required by the principal.

6. Substitute teachers shall be expected to fulfill any assigned duties of a regular teacher, including but not limited to, bus duty, cafeteria duty, ground duty, patrol duty, etc.

7. The Gadsden Independent School District shall conduct periodic inservice training sessions for potential substitute teachers. These training sessions shall be conducted by Central Office personnel, building principals, college professionals, and other staff that will result in the substitute teacher becoming as thoroughly familiar with as many facets of education as possible. All potential substitute teachers shall be invited to attend these sessions.

8. In classes where a student teacher is assigned, the student teacher may substitute when all of the above mentioned requirements have been met AND BY APPROVAL OF THE UNIVERSITY.

9. Licensed teachers do not require a substitute license when used as a substitute.
COMPENSATION FOR SUBSTITUTE TEACHER  GCE-R2
(P3/13/78; A4/8/78; R1/12/88; R8/1/90; R4/1/91; R8/8/91; R9/13/93; R1/14/94; R8/16/00)

The rate of compensation for substitute teachers for professional personnel shall be:

1. High school diploma or GED equivalency--$52.50 a day.
2. Two years of college or 60 semester hours above a high school diploma--$52.50 a day--upon verification of OFFICIAL COLLEGE OR UNIVERSITY TRANSSCRIPTS.
3. Degreed substitute teacher (i.e. college or university degree/bachelors or higher)--$54.95 a day--upon verification of OFFICIAL COLLEGE OR UNIVERSITY TRANSSCRIPTS.
4. Licensed/Certified teacher--$59.99 a day--upon verification of CURRENT TEACHING LICENSE/CERTIFICATE (in-state or out-of-state) and verification of OFFICIAL COLLEGE OR UNIVERSITY TRANSSCRIPTS.
5. A substitute who has a high school diploma or GED but does not hold a current teaching license (certificate) and substitutes (10) consecutive days for one teacher will be paid $5.00 extra a day starting the 11th day for as long as s/he continues teaching consecutively for that particular teacher. A SUBSTITUTE WITH 60 COLLEGE CREDIT HOURS WILL BE PAID $5.00 extra a day STARTING THE 11TH DAY FOR AS LONG AS S/HE CONTINUES TEACHING CONSECUTIVELY FOR THAT PARTICULAR TEACHER. A degreed substitute who is not licensed will earn $5.00 extra a day starting the 11th day for as long as s/he continues teaching consecutively for that particular teacher.
6. A substitute teacher who is a licensed/certified teacher and substitutes (10) consecutive days for a particular teacher will be paid $20.00 extra a day starting on the 11th day for as long as s/he continues teaching consecutively for that particular teacher.

In 2000, Gadsden Independent School District had a change of computer system. Due to change, the compensation for substitute teachers will be based on the following hourly wages:

1. High school graduate or GED equivalency -- $7.50 an hour.
2. Two years of college (must be equal to 60 semester hours or more above a high school diploma) -- $7.50 an hour.
3. Degreed substitute teacher (i.e. college or university bachelors degree or better) -- $7.85 an hour.
4. Licensed/Certified teacher--$8.57 an hour.

Please notice, one full day (7 hours) worked still ads up to the daily rate.