

Procedures to Become a Substitute Teacher

The Great Falls Public Schools accepts applications on an on-going basis for Substitute Teachers. Below are the steps to become a Substitute Teacher:

- ***Complete a classified job application to include a substitute teacher insert. Applications can be found on our website: www.gfps.k12.mt.us***
- ***Submit the application to the Human Resources Office (1100 4th Street South)***
- ***The Sub-Clerk will be in contact with you when scheduling interviews. Interviews are held approximately once per month.***
- ***The interview is usually a 2-hour process which includes watching new employee DVD's, interviewing with our HR Director and being given new employee paperwork.***
- ***The new employee paperwork must be completed and returned to Human Resources before you start working. The completed paperwork includes a current TB test (within the past year) and a background check. Fingerprinting is taken care of in the Human Resources Office at the time of returning paperwork.***
- ***School Board approval must take place before any new employee can start working. School Board meetings are held the second and fourth Monday of each month.***

If you are a licensed teacher and would also like to be considered for teaching positions within our district, a Professional Application will need to be on file with the Human Resources Office. Applications are kept active for one year from date of which it is received.

If you have questions about this process, please call the Human Resources Office at (406) 268-6010.

