

ISD is looking for substitute paraprofessionals and substitute teachers. If you know of anyone looking to work with Deaf and Hard of Hearing students, we want to connect with them.

ISD substitute positions are on call, as needed.

The following is an FAQ about becoming a substitute para or substitute teacher.

### Substitute Paraprofessionals FAQs

Q: What are the qualifications for substitute para?

- A. You must have graduated from High School, have ASL skills and be good with students.

Q: What does a sub para do?

- A. Most sub paras at ISD provide math/language support or work one-one one with Deaf plus (Deaf plus a disability) students.

Q. What does this position pay?

- A. Substitute paras are paid \$15.00 per hour

Q. How do I apply?

- A. There are 3 options:
  1. Email [Rebekah.adair@iaedb.org](mailto:Rebekah.adair@iaedb.org) for an application or phone or text Rebekah at 712-310-4788 or VP at 712-796-1203
  2. Download an application from the ISD employment page at <https://www.iowaschoolforthe deaf.org/employment/substitute-positions/>
  3. Come to the front desk of the Administration building on the ISD campus for an application

### Substitute Teachers FAQs

Q. What are the skills needed to be a substitute teacher at ISD?

- A. ASL skills needed and experience working with the Deaf and/or with youth preferred.

Q. What does this position pay?

A. Substitute teachers are paid \$150 per day

Q. I am a licensed teacher in Iowa can I be a substitute at ISD?

A. Yes! If you have a current Iowa teacher's license, you are already licensed to be a substitute teacher...consider filling out an ISD application today.

Q. I do not have a teacher's license but my degree is in education, how can I be a substitute at ISD?

A. If your degree is in education you should apply for a Substitute License through the Iowa Board of Educational Examiners (BOEE). You can go to the BOEE website at <https://boee.iowa.gov/>. Click the 'Apply for/Renew My License' Link.

Q. How much will it cost to get a Substitute License?

A. Your first license or authorization will cost \$85, plus \$75 for the background check required by the Iowa Board of Educational Examiners (BOEE). Applicants will need to request the fingerprint card from the BOEE through their online application. The fingerprint card will be mailed to the individual and can be taken to the local police or sheriff's station to be fingerprinted. Or you can make an appointment at the BOEE office in Des Moines and have your fingerprints scanned directly into their system.

Q. I have a bachelors or associates degree but it is not in education, can I be a substitute teacher at ISD?

A. Yes, if you are at least 21 years old you can apply for a Substitute Authorization if you complete the sub authorization course.

Q. I do not have a bachelors or associates degree, but I have 60 hours of completed credits. Can I be a substitute teacher at ISD?

A. Yes, if you are at least 21 years old and have completed at least 60 semester hours at a college, then you can take the sub authorization course. After completing the course, then you can apply for the Substitute Authorization at the BOEE.

Q. How do I find a sub authorization course?

A. Local community colleges and Iowa Area Education Agencies (AEAs) offer the Substitute Authorization course. IWCC is the closest option to the ISD campus. Or check online for the course offered through Green Hills AEA (the AEA closest to ISD).

Q. How much does it cost to take the course?

A. The tuition for the course through Green Hills AEA is \$100 and you have to buy a book that costs \$24.95. This is an online course through Zoom.

The tuition for the course at IWCC is \$260, which includes course fee of \$250 and AEA transcript fee of \$10.

Q. How much does it cost to obtain the Substitute Authorization from BOEE?

A. The authorization fee is \$85 and the background check will cost \$75. Both of these fees will be paid to the BOEE through the online application. Applicants will need to request the fingerprint card from the BOEE through their online application. The fingerprint card will be mailed to the individual and can be taken to the local police or sheriff's station to be fingerprinted. Or you can make an appointment at the BOEE office in Des Moines and have your fingerprints scanned directly into their system.

Q. Once I have a substitute license or authorization, how do I apply for a sub teacher position at ISD?

A. There are 3 options:

1. Email [Rebekah.adair@iaedb.org](mailto:Rebekah.adair@iaedb.org) for an application or phone or text Rebekah at 712-310-4788 or VP at 712-796-1203
2. Download an application from the ISD employment page at <https://www.iowaschoolforthe deaf.org/employment/substitute-positions/>
3. Come to the front desk of the Administration building on the ISD campus for an application

### Additional Information

Q. Is there anything more I need to know, if I want to be a substitute ISD?

A. YES...

1. Getting a substitute license or authorization does not guarantee being hired at ISD. You must apply, interview and go through a selection process.

2. Someone offered a position must have satisfactory criminal history and abuse registry checks.

Q. What if I have additional questions?

A. Contact HR Assistant Rebekah Adair. Email: [rebekah.adair@iaedb.org](mailto:rebekah.adair@iaedb.org), Phone/Text: 712-310-4788, VP: 712-796-1203. She will be able to help or have someone else on the Human Resources (HR) team contact you. The HR Team can respond through email, phone, text or VP.