

PORTSMOUTH SCHOOL DEPARTMENT SUBSTITUTION PROCESS

Thank you for your interest in substituting within the Portsmouth School Department.

To be considered for substitution, please provide the Portsmouth School Department with the following documents:

1. Cover Letter
2. Current Resume
3. Current Certifications, if any

Documents can be mailed to:

**Superintendent Steve Zadavec
Portsmouth School Department
1 Junkins Avenue Suite 402
Portsmouth, NH 03801**

The Superintendent will consider your qualifications and if approved you will receive a letter of acceptance in the mail. After you receive your letter, please call to make an appointment with Human Resources at (603) 610-7274 to begin phase two of the application process.

According to NH RSA 189:13a, all school employees must successfully complete a Federal and NH criminal background check. Your fingerprinting packet and all other information to get you started subbing in the Portsmouth School Department will be completed with Human Resources at City Hall.

Please keep in mind that we employ substitutes according to our need. Therefore, we cannot guarantee that everyone on the list will be contacted to substitute.

PAY: Substitute pay is currently \$80 a day if you do not have a current teacher certification and \$90 a day if you have supplied us with a copy of a current certification. Substitute paraprofessional pay is lower.

WHO TO CONTACT: Should you have any further questions, please call Human Resources at (603) 610-7274.