

# HEAD START SUBSTITUTE PACKET

Classroom Teacher or Teacher Assistant

Thank you for your interest in substituting at GLEAMNS Head Start. Please read the following information very carefully as to how to become a substitute with our program.

## Qualifications for Substituting

To qualify to serve as a substitute in GLEAMNS Head Start, the following criteria must be met:

- Completion of GED, High School Diploma, or greater.
- A SLED check and FBI background check must be conducted prior to the hiring of any substitute.
- Completion of 40 **classroom** volunteer hours or have at least one month of experience working with preschool children.

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Substitutes must be approved by the Head Start Policy Council. The Policy Council meets the fourth Tuesday of every month.

In order to present your information to the Policy Council, we must have:

- Center Coordinator's Recommendation Letter
- Verification of educational credentials
- Application for Employment
- Driver's License (required for advancement)
- Documentation of 40 classroom volunteer hours
- Consent to Release Information (DSS Form 2924)
- State Applicant Fingerprint Form

## Deadline for Policy Council

All documents must be submitted to the HR Manager by the second (2<sup>nd</sup>) Friday of each month for Policy Council approval.



Effective 11/09