

# West Noble School Corporation

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Date: December 7, 2016

To: Persons interested in being a substitute

From: Karen D. Hoover, Administrative Secretary

Re: Subbing

The administration wishes to thank you for your interest in being a substitute. All subs must have at least a high school diploma or GED. You must be 18 or older to work at West Noble Primary or West Noble Elementary. You must be 21 or older to work at the Middle School or High School.

**Substitute custodians** – You must be 21 or older to work as a sub custodian.

**Substitute teachers only** – To be a substitute teacher you must have 60 credit hours beyond high school (This requirement has been waived until further notice) and have a current Indiana teachers license or Indiana sub certificate on file. If you do not have the appropriate documentation on file, you will be paid at the current instructional assistant rate.

If you are hired as a substitute, you can expect to be on our substitute list (re-employed) after the Christmas and spring breaks during the school year and at the beginning of the 2017-18 school year. You must also submit a clear nationwide criminal history report and all the appropriate tax/personnel paperwork.

You may contact me at 260-894-3191 ext 5000 or email [hooverk@westnoble.k12.in.us](mailto:hooverk@westnoble.k12.in.us) to request the sub packet with detailed instructions.