

Burrillville School Department

ADMINISTRATIVE OFFICES
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February 9, 2018

Dear Parents and Guardians,

Have you ever considered becoming a substitute teacher? If you hold a Bachelor's degree, you may be able to become a substitute teacher here in your own community!

We are often in need of substitute teachers in all of our Burrillville schools - this year we are particularly in need of substitutes for all grade levels, PreK-12, as well as school nurse substitutes. In the interest of securing a larger pool of substitutes, we are offering a **Substitute Workshop** for all parents and guardians of our Burrillville students and other community members. We invite any interested adults to join us and learn more about what it takes to be a substitute teacher and whether it might be an option for you!

At our **Substitute Workshop**, you will have the opportunity to:

- Participate in an initial interview with a building principal and learn more about what it takes to be a substitute teacher;
- Learn about the pay scale for a substitute teacher and how substitute teachers are hired in our district;
- Access the district's substitute application form and receive guidance in completing it;
- Complete and notarize an authorization for a national criminal background check;
- Complete the fingerprinting process (there is a fee of \$35 for this process, payable by cash or check);
- Schedule an orientation meeting and school "shadowing" experience.

The workshop will be held in the courtroom at the Burrillville Police Department on **Tuesday, March 6th, 2018** from **8:30-10:30 a.m.** **You will need to bring a photo ID and proof of a Bachelor's Degree from an accredited institution.**

Please feel free to share this information with other community members who may be interested. If you have any questions, or if you need more information, I may be reached at mayhewj@bsd-ri.net or by phone at 568-1301, ext. 5.

We look forward to welcoming you to our substitute community!

Sincerely,

A handwritten signature in cursive script that reads "Julie Mayhew".

Julie Mayhew

Director of Curriculum, Instruction, and Assessment