



Haverhill Public Schools

DATE: _____

NAME _____ S.S.# _____

ADDRESS _____ ZIP CODE _____ TEL.# _____

SIGNATURE _____

TO: **SUBSTITUTE TEACHER**

We shall be happy to include your name on the Substitute List for the **2019-2020** school year. The Haverhill Public Schools consistent with M.G.L. 151A, S. 28A, considers you to have reasonable assurance of employment in the **2019-2020** school year.

Employment with our district calls for several customary vacation/recess periods during the school year. For your convenience a copy of the **2019-2020** school calendar is attached. Following each of the periods as established by the **2019-2020** school calendar, you will have continued employment with the district as a Substitute Teacher.

If it is your intent to accept this offer of reasonable assurance of employment as a substitute teacher, you must **return this form within ten (10) business days of the date written above**, to the:

Haverhill Public Schools, c/o Human Resource Department, 4 Summer Street, Room 104, Haverhill, MA 01830.

Please check off the following areas you wish to substitute teach:

ELEMENTARY/MIDDLE: Specific Grades _____ and/or Subject area:

All _____	Art _____	Bilingual _____
Ind.Arts _____	Music _____	
Phy. Ed. _____	Reading _____	Special Ed. _____

Comments: _____

HIGH SCHOOL SUBJECT AREA:

All _____	Art _____	Bilingual _____
Business _____	English _____	Foreign Lang. _____
History _____	Ind. Arts _____	Special Ed. _____
Math _____	Music _____	Phy. Ed. _____
Tutor _____	Science _____	

Comments: _____

WHEN ARE YOU AVAILABLE? (Please circle) M T W TH F or ALL

COMPLETION OF COLLEGE EDUCATION:

2-4 years of college _____ 4 Years: _____ DESE Certified Teacher: YES _____ No _____

PLEASE INDICATE IF YOU ARE A COLLEGE STUDENT DURING THE 2018-2019 SCHOOL YEAR.

YES _____ NO _____

IF YOUR STATUS AS A SUBSTITUTE CHANGES DURING THE YEAR, PLEASE CALL THE HUMAN RESOUC E DEPARTMENT (978) 374-3411. IF YOU HAVE MADE A COMMITMENT TO ACCEPT A POSITION AS A SUBSTITUTE ON ANY GIVEN DAY, IT IS YOUR RESPONSIBILITY TO RECORD THE DATE, TIME, AND SCHOOL ASSIGNMENT, AS WELL AS THE TEACHER YOU ARE COVERING FOR. IF YOU CANNOT BE THERE FOR ANY REASON, PLEASE CALL THE ANSWERING SERVICE OR THE PRINCIPAL/SUPERVISOR. TO ALL NEW APPLICANTS: All materials in the packet must be filled out and returned to the HPS Human Resource Department before an informal interview can be set up.