



Haverhill Public Schools

NAME _____

ADDRESS _____

ZIP CODE _____

TEL.# _____

SIGNATURE _____

DATE _____

TO: **SUBSTITUTE SUPPORT STAFF** (Paraprofessionals/Clerks/Drivers/Bus Monitors/Crossing Guard/Technology/Lunch Monitor):

We're happy to include your name on the Substitute List as a Substitute Support Staff for the **2025-2026** school year. The Haverhill Public Schools consistent with M.G.L. 151A, S. 28A, considers you to have reasonable assurance of employment for the **2025-2026** school year. Please note that **this letter does not constitute an employment contract.**

Employment with our district calls for several customary vacation/recess periods during the school year. The **2025-2026** school calendar can be found on the HPS website. Following each of the periods as established by the **2025-2026** school calendar, you will have continued employment with the district as a Substitute Support Staff.

By signing this form, you are acknowledging your intent to accept this offer of reasonable assurance of employment with Haverhill Public Schools for the **2025-2026** school year.

WHEN ARE YOU AVAILABLE: Circle M T W TH F

Please check the following categories of support staff positions in which you would like to substitute:

LEVELS:

- Early Childhood
- Elementary
- Middle School
- High School
- All Grade Levels

PARAPROFESSIONAL:

- Paraprofessional – Clerical
- Paraprofessional – Instructional (Technology/Library)
- Paraprofessional - Special Needs

TECHNOLOGY:

- Intern

CLERICAL

- Clerical

TRANSPORTATION:

- Driver CDL
- Driver 7D
- Bus Monitor
- Crossing Guard

CAFETERIA

- Lunch Monitor

IF YOUR STATUS AS A SUBSTITUTE CHANGES DURING THE YEAR, PLEASE CALL THE HUMAN RESOURCE 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 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.