



Haverhill Public Schools

NAME _____

ADDRESS _____ ZIP CODE _____

TELEPHONE # _____

SIGNATURE _____ DATE: _____

TO: SUBSTITUTE TEACHER

We're happy to include your name on the Substitute List as a Substitute Teacher 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 Teacher.

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.

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 _____ Special Ed. _____
Phys. Ed. _____ Reading _____

Comments: _____

HIGH SCHOOL SUBJECT AREA:

All _____ Art _____ Bilingual _____
Business _____ English _____ Foreign Lang _____
History _____ Ind. Arts _____ Special Ed _____
Math _____ Music _____ Phys. 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 2025-2026 SCHOOL YEAR.

YES _____ NO _____

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.