

## **Want To Be A Substitute Teacher? Follow these steps to apply!**

1. If you do not have a substitute teacher license you will need to apply for two things on the KSDE Website and apply at USD 409's website things
  - a. Apply for a Fingerprint card here: <https://bit.ly/3orWDSH>
  - b. Apply for a Substitute License here: <https://bit.ly/3orXbHP>
  - c. Apply to be a Substitute Teacher for USD 409 here:  
<https://atchison.cloud.talentedk12.com/hire>
2. If you already have a Substitute License then you will need to apply for a job with USD 409 here: <https://atchison.cloud.talentedk12.com/hire>

For Video Instructions please click here: <https://bit.ly/2lkFVVr>

### **Guidelines and Expectations**

Atchison Public Schools substitute teachers are asked to follow these guidelines:

- Arrange personal schedules to be able to leave home on short notice;
- Notify the Substitute Coordinator of a change in address or phone number; and
- Notify the Substitute Coordinator at once if you wish to be removed permanently from the list.

Atchison Public Schools has high expectations for substitutes, including punctuality, appropriate behavior, and protecting students' privacy. In addition, substitute teachers can expect support from the regular teacher and the school. See the Substitute Teacher Handbook below for more information about expectations for substitute teachers.

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If you have questions regarding substitute teaching, please contact **Becky Walker at 913.367.4162 Jeanette Shipley at 913.367.4384.**

- [2020-2021 Substitute Handbook](#)
- [403B Plan Information](#)
- [403B Salary Reduction Form](#)
- [Federal Withholding Form W-4](#)
- [Safety Manual](#)
- [State Withholding Form](#)