

WASHOE COUNTY SCHOOL DISTRICT
Human Resources Division

STUDENT INTERN TIMELINE
TO BECOME A SUBSTITUTE TEACHER

Preparing for your student internship requires planning and organization. This document will assist you in meeting appropriate deadlines for a successful internship.

CURRENT WCS D SUBSTITU TE? If you are a current substitute teacher for WCS D (you have subbed at least 1 day within any 6-month period), your requirements have been met. If you are not sure whether you are still an active substitute, call us at 348-0231.

STUDENT INTERNSHIP START DATE: _____

AT LEAST 3 MONTHS PRIOR TO START DATE	APPLY FOR SUBSTITUTE TEACHING LICENSE. Download an application at http://nvteachers.doe.nv.gov/substituteteaching.htm . You must have this license before you complete an application for employment with the Washoe County School District
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AT LEAST 2 MONTHS PRIOR TO START DATE	COMPLETE AN ONLINE "CERTIFIED" APPLICATION www.washoecountyschools.org/employment
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1-2 MONTHS PRIOR TO START DATE	MONITOR YOUR SUBSTITUTE APPLICATION FOR RETURNED REFERENCES When you see that 4 (four) references* are marked "returned", call Substitute Services (348-0231) to have your application reviewed** and arrange a date for a substitute teaching orientation.
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AT LEAST ONE MONTH PRIOR TO START DATE	SUBSTITUTE ORIENTATION MUST BE <u>SCHEDULED</u>
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2 WEEKS PRIOR TO START DATE	SUBSTITUTE ORIENTATION MUST BE <u>COMPLETED</u>
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***REFERENCES:** If you see that your references are not being returned, be sure to check with the Human Resources Secretary (348-0321) to see how she can assist you.

****BACKGROUND INFORMATION:** If you have answered "yes" to any of the questions in the background information section, you must come in to Substitute Services to complete a Conviction Information form. Please note: This form may take several weeks to process.

If you fail to follow these timelines and as a result are not hired as a substitute teacher for the Washoe County School District, you will not be able to begin your student teaching.