

Maine School Administrative District No. 72
Superintendent's Office
25 Molly Ockett Drive
Fryeburg, Maine 04037
(207) 935-2600

INFORMATION TO SUBSTITUTE IN MSAD 72

Thank you for your interest in substitute teaching in our school district. MSAD 72 is a K-8 school district and we tuition our high school students to Fryeburg Academy. If you wish to substitute grades 9-12, you must apply at Fryeburg Academy 935-2001.

In MSAD 72, substitutes for teachers, educational technicians, and school secretaries receive \$75.00 a day.

We have a lengthy procedure process to complete in order to substitute in MSAD 72.

Please come to the Superintendent's Office to pick up a packet of forms. There are quite a few forms and we like to go over them. After receiving the paperwork, the following will need to be done:

1. Make a Criminal History Record Check (CHRC) fingerprint appointment online at www.identogo.com [click on **Maine** near the bottom] using a credit card or call toll-free (855) 667-7455 (\$55 registration fee when making appointment, plus a \$15 processing fee to be submitted with application form in #2 below). Please print out your confirmation date / number and include it with your completed employment forms when you return them to us. We have this information in our substitute packet for you.

2. Send the *Application for Initial Educational Approval* form with the \$15 processing fee to the Maine Department of Education immediately.

Note: We need a copy of your permanent CHRC authorization certificate as soon as you receive it. It usually takes up to 4-6 weeks and comes directly to you. If you have not received your certificate in that time, please call the DOE at 624-6603 to inquire.

3. Make appointment with the Personnel Assistant, to return your completed paperwork and to view the mandatory Sexual Harassment and Suicide Prevention Training videos [1 hr.].

4. Your application and resume will be sent to one of our school principals. An appointment will be made for an interview by the principal or school secretary.

After the above procedures are completed, along with a favorable reference check, you could be included on our substitute list within 4-6 weeks (total processing time) depending on how quickly you can complete the fingerprinting, paperwork, trainings, and interview.

Please note: Substitutes are not automatically renewed for the substitute list for the following school year. There is renewal paperwork to be completed each August. We sponsor a mandatory *Substitute Workshop* in October. You will receive information for the workshop in the fall.

If you have any questions, please call 935-2600 ext. 1412. or come by the Superintendent's at 25 Molly Ockett Drive, Fryeburg, Maine. We are open from 8:00 AM to 4:00 PM.