

# Burrillville School Department

ADMINISTRATIVE OFFICES  
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February 9, 2018

Dear Parents and Guardians,

Have you ever considered becoming a substitute teacher? If you hold a Bachelor's degree, you may be able to become a substitute teacher here in your own community!

We are often in need of substitute teachers in all of our Burrillville schools - this year we are particularly in need of substitutes for all grade levels, PreK-12, as well as school nurse substitutes. In the interest of securing a larger pool of substitutes, we are offering a **Substitute Workshop** for all parents and guardians of our Burrillville students and other community members. We invite any interested adults to join us and learn more about what it takes to be a substitute teacher and whether it might be an option for you!

At our **Substitute Workshop**, you will have the opportunity to:

- Participate in an initial interview with a building principal and learn more about what it takes to be a substitute teacher;
- Learn about the pay scale for a substitute teacher and how substitute teachers are hired in our district;
- Access the district's substitute application form and receive guidance in completing it;
- Complete and notarize an authorization for a national criminal background check;
- Complete the fingerprinting process (there is a fee of \$35 for this process, payable by cash or check);
- Schedule an orientation meeting and school "shadowing" experience.

The workshop will be held in the courtroom at the Burrillville Police Department on **Tuesday, March 6th, 2018** from **8:30-10:30 a.m.** You will need to bring a photo ID and proof of a Bachelor's Degree from an accredited institution.

Please feel free to share this information with other community members who may be interested. If you have any questions, or if you need more information, I may be reached at [mayhewj@bsd-ri.net](mailto:mayhewj@bsd-ri.net) or by phone at 568-1301, ext. 5.

We look forward to welcoming you to our substitute community!

Sincerely,

A handwritten signature in cursive script that reads "Julie Mayhew".

Julie Mayhew

Director of Curriculum, Instruction, and Assessment