**Welcome to the Lewiston Independent School District No. 1.** Over the course of the semester you may have the opportunity to substitute for your mentor teacher. Before you substitute, please confirm your eligibility to substitute by contacting the District Substitute Coordinator at [subcaller@lewistonschools.net](mailto:subcaller@lewistonschools.net). If eligible, you must complete a substitute teacher application and payroll paperwork. Payroll paperwork can be picked up from the district office at 3317 12th Street.

**Please provide the following information.**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of University or College**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Stage of Internship** (i.e. I or II): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor teacher’s name(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Start date and end date for each classroom teacher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: **If you’re working in multiple classrooms or schools please provide information for each**:

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**Important:** If you substitute, you will need to complete a substitute teacher application online at lewistonschools.net and complete payroll paperwork prior to substituting.

Bring the required original documents listed below to complete paperwork:

* **Social security card** for payroll purposes (original only)
* Original photo identification for the Federal I-9 form (see page 3 on I-9 form for full list of acceptable documents: (i.e. passport **or** driver’s license **AND** social security card).
* Voided check or bank document with complete account number and routing number for direct deposit.

**Mandatory Training:**

You will also be required to complete the following courses offered by Vector Solutions FKA SafeSchools within 30 days of completing payroll paperwork.

* Cultural Competence and Racial Bias
* Drug Free Workplace
* Sexual Harassment: Staff-to-Staff
* Sexual Misconduct: Staff-to-Student

To access Vector Solutions, please visit our website at lewistonschools.net. Under the heading Staff Resources, please click Vector Solutions. Your username is your school district email address, most commonly your first initial and last name@lewistonschools.net. No password is required. Training will need to be completed within 30 days. If you have questions about accessing Vector Solutions contact Tara Isley at [tisley@lewistonschools.net](mailto:tisley@lewistonschools.net).