

**EDUStaff is eagerly seeking to hire Substitute Teachers with New Berlin School District! There are also opportunities for Long-Term positions.**

Applicants must meet the following qualifications:

- Hold a valid and current Wisconsin Teaching License

OR

- Obtain a [Substitute Permit from the State Department of Public Instruction](#) with completion of an Associate's or Bachelor's degree and a school district sponsor
  - One-time payment to DPI of \$125 reimbursable by New Berlin after 30 complete subbing assignments in district
- Complete and submit a Negative TB Test
- Complete a Background Check

What are the benefits of being an EDUStaff Substitute Teacher?

- Flexible schedule to accept assignments when you want.
- Make a positive difference in your community.
- Recognition by school districts while pursuing a teaching career.
- If you like variety, EDUStaff offers a range of opportunities, which can be customized to your comfort level and experience.

Please visit [www.EDUStaff.org](http://www.EDUStaff.org) to fill out an application or if you have questions, please contact us by livechat at [www.EDUStaff.org](http://www.EDUStaff.org) during business hours 7:30AM-4:30 PM Monday-Friday. You can also email Emily Fink at [efink@edustaff.org](mailto:efink@edustaff.org) for assistance.

**\*\*\*Apply now at [www.EDUStaff.org](http://www.EDUStaff.org)! Click on Start Application to apply.\*\*\***

Job Type: Part-time

Daily Rate of Pay: \$115/full day; \$57.50 half day.

COVID-19 considerations:

To keep all staff safe, there are Covid-19 procedures in place at every school.

The EDUStaff substitute teacher application process:

- Completion of an online application with a required passing score of 3 or higher on the JobFit Assessment, and GCN Tutorial Modules included
- Completion of a 2-hour virtual workshop on Zoom is required, to go over EDUStaff policies and Classroom Employee Training. Once completed, applicants will receive an EDUStaff certificate of completion to upload to their WI DPI license application to obtain the license.
- Applicants also receive a checklist and instructions to apply along with fingerprinting information. This link has information and details on how to apply for a 3-year short-term sub license. <https://dpi.wi.gov/tepd/elo/substitute-emergency/sub-permit-tips>

**On average, it takes between 1-2 weeks from start to finish with our EDUStaff application process and DPI License application process.**

## **EDUStaff is eagerly seeking to hire Substitute Paraprofessionals and Special Education Aides with The School District of New Berlin!**

### **Position Summary:**

- Perform a variety of duties in assisting a licensed teacher in the implementation and support of instructional programs for students in group or one-on-one settings.
- Prepares instructional materials, maintains classroom discipline, and leads planned activities designated by a licensed teacher.
- Ability to patrol halls, cafeteria, lavatories and to supervise students on the playground, during emergency drills and assemblies with an understanding of a safe environment.
- Perform routine clerical duties including copying, laminating, filing, etc.
- Helps maintain a positive school-wide learning environment.

### **Applicants MUST meet the following qualifications:**

- Pass a background check
- 18 years of age or older
- High School Diploma or GED required
- Submit a negative TB test
- **Special Education Assistants must obtain a SPED Aide License with the WI DPI**
  - One- time payment to DPI of \$100 reimbursable by New Berlin after 30 complete subbing assignments in district

### **What are the benefits of being an EDUStaff Substitute Paraprofessional/SPED Aide?**

- Flexible schedule to accept assignments that fits your availability.
- Make a positive difference in your community by working in your local schools.
- Get a foot in the door at a school district as your potential future employer.
- If you like variety, EDUStaff offers a range of opportunities, which are customizable to your comfort level and experience.

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**\*\*\*Apply now at [www.EDUStaff.org](http://www.EDUStaff.org)! Click on Start Application to apply.\*\*\***

Job Type: Part-time

Pay: \$13.50-15.50 per hour

COVID-19 considerations:

To keep all staff safe, there are Covid-19 procedures in place at every school.

The EDUStaff Substitute Paraprofessional and SPED Aide application process consists of:

- Completion of an online application and GCN Tutorial Modules included
- Completion of a 2-hour virtual workshop on Zoom is required, where we will go over EDUStaff policies and Classroom Employee Training
- Applicants who are applying for a SPED Aide license will get a form signed by the district to upload to their WI DPI license application to obtain the license
- Edustaff will email a checklist and instructions to apply along with fingerprinting information. This link has information and details on how to apply for a 5-year SPED Aide License. <https://dpi.wi.gov/tepd/elo/other/special-ed-aide>

**On average, it takes between 1-2 weeks from start to finish with our EDUStaff application process and DPI License application process.**