



Substitute Teacher Application Requirements

Thank you for your interest in Andover Public Schools.

To be eligible for consideration as a substitute teacher for the Andover Public Schools, the following is required:

- 1. A valid Kansas Teaching Certificate/License,**
- 2. A Kansas Standard Substitute Certificate/License, or**
- 3. A Kansas Emergency Substitute Certificate.**

For information on obtaining the appropriate Kansas License, contact the Kansas State Department of Education at:

http://www.ksde.org/cert/licensure_info.htm or call (785) 291-3678.

An application for employment with Andover Schools may be completed at our web site at www.usd385.org.

Once you have the appropriate Kansas license and the application is complete, an information packet will be forwarded to you. You may then return all paperwork to the District Office, Attn: Substitute Coordinator.

Substitutes are required to attend an orientation and training session once all paperwork is received. The substitute coordinator will notify you of the date and time.