



Waller Independent School District

www.wallerisd.net

Human Resources Office: 2214 Waller Street Waller, Texas 7484 Phone: 936-931-0308 Fax: 936-372-9151 e-mail: mbrooks@wallerisd.net

TO: Temporary Substitute Employee
FROM: Mike Brooks, HR Director *MB*
RE: Substitute Orientation
DATE: September 4, 2009

I am happy you have decided to substitute in our school district. Your services to our students and district are certainly appreciated and we could not have all classrooms covered each day without your help. Your position as a temporary substitute is very important to the success of our instructional programs.

Orientation meetings will be held at **Waller I.S.D. Administration Building**, Board Room, 2214 Waller Street from 9:30 a.m. – 11:30 a.m. on:

Orientation Schedule

Orientation Date	Registration Deadline
August 4, 2009	<i>July 20, 2009</i>
September 1, 2009	<i>August 27, 2009</i>
October 6, 2009	<i>October 1, 2009</i>
November 3, 2009	<i>October 29, 2009</i>
January 12, 2010	<i>January 7, 2010</i>
February 16, 2010	<i>February 11, 2010</i>

If you have never worked as a substitute or a classroom teacher, you must attend the Orientation Training meeting before your name can be placed on the substitute list. The meeting will be very helpful and you will be informed on what is expected as a substitute. In addition, all paperwork in this packet must be completed before you can attend an orientation.

***Required documents to be presented with application are: Social Security Card, Driver's License, High School Diploma and/or College Transcript.**

Thank you for your interest and service to our district and we look forward to working with you.