

## Assumption Catholic Schools Substitute Procedures

### Guest teachers

To be placed on the guest teacher list, please obtain an application packet from the finance office.

The following items are required

1. Completed application
  - a. Include which schools you are willing to work at
2. Copy of transcript showing at least a bachelor's degree
3. Copy of teaching license (if available) required for long term positions
4. Resume
5. Signed copy of job description
6. Handbook receipt acknowledgement
7. Completed Diocese of La Crosse basic and comprehensive background check
8. Completion of the basic safe environment training link is
  - a. <https://diolc.org/safe-environment/training/>

### Pay

Short term – 10 or fewer consecutive days in the same position \$120/day \$60 per half day

Long term – 11 or more days in the same position \$132 per day

St. Lawrence ECC pay \$10.50/hour

### **Guest workers in office and other positions**

To be placed on the guest worker list, please obtain an application packet from the finance office.

The following items are required

1. Completed application
  - a. Include which schools you are willing to work at
2. Proof of at least a high school diploma
3. Resume
4. Signed copy of job description
5. Handbook Receipt Acknowledgement
6. Completed Diocese of La Crosse basic and comprehensive background check
7. Completion of the basic safe environment training link is
  - a. <https://diolc.org/safe-environment/training/>

Support Staff \$11/hour, kitchen \$10.50/hr, childcare \$10.50/hr