Process for Becoming a Substitute Teacher

Thank you for your interest in serving as a substitute teacher for Hereford ISD. Substitute teachers must hold at least a high school diploma and participate in a four-hour orientation. In order to register for training, an on-line application must be completed prior to the orientation.

Substitute trainings are held four times a year: September, December, February and April. Notices are run in the Hereford Brand, on radio stations KPAN and KNNK, as well as WTRT Cablevision.

Orientation will be held at the Hereford ISD Administration Building, 601 N 25 Mile Ave., Hereford, Texas 79045.

Fingerprinting and a criminal record check are also required to be eligible for employment consideration as a substitute. Applicant will schedule fingerprinting after the orientation session. There is a fee collected by MorphoTrust USA at the time of fingerprinting. Please be prepared with a major credit card, money order/business check made payable to MorphoTrust USA. Please note that a money order, business check or major credit cards are the only forms of payment accepted by MorphoTrust USA. Cash, personal checks, etc., will NOT be accepted.

If you possess a current valid teaching certificate, you are not required to attend substitute orientation, but must complete the remainder of the application process as described above, including fingerprinting. Once you have completed your online application, please call the Human Resources office and let them know that you are a certified teacher.

Once your completed application has been submitted and processed, you will receive instructions from Human Resources regarding fingerprinting.

Thanks again for your interest in Hereford ISD.