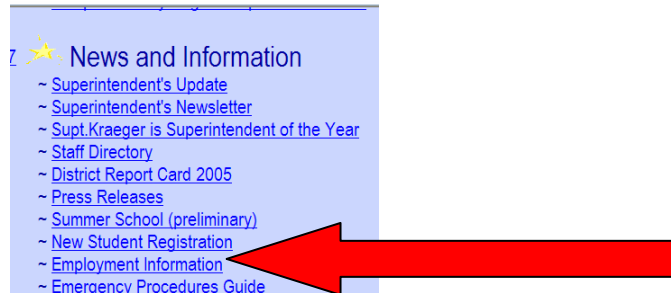


Using SchoolSpring to Apply for a Substitute Teacher Posting

1. Go to www.ri.net/middletown
2. Select the **Employment Information** link.



3. Click on the Substitute Teachers link.



4. After reading through the posting, scroll down and select apply for this job.

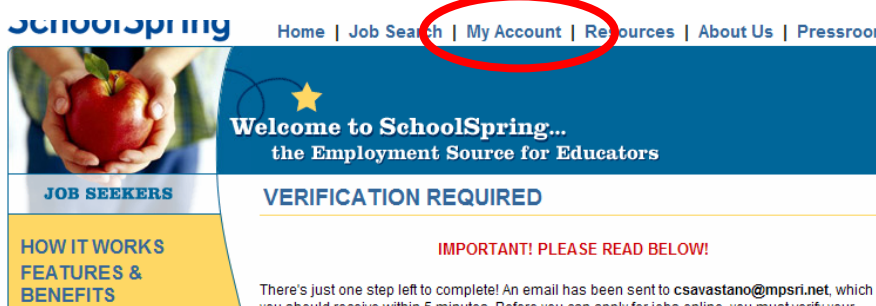


5. You must apply for this job online using SchoolSpring. The first time that you use SchoolSpring you will need to register. Select register to create your log in account.



6. Create a SchoolSpring account.

7. Once you have verified your account via your email you can log in to SchoolSpring or select the My Account link if you are still logged in.



8. In order to apply for the position you will need to complete **ALL** of the information below: (*Retired Middletown Employees need only complete *)

The screenshot shows the SchoolSpring website interface. The 'MY ACCOUNT' menu is highlighted in yellow. A red circle highlights the 'My Stuff' section, which includes links for Background, Cover Letter, Résumé, Education, Experience, Transcripts, Test Scores, Certifications, References, Languages, and Extracurricular. To the right of the screenshot is a list of 11 items to be completed:

1. *Profile information (name, address, etc.)
2. *Background questions
3. *Cover letter
4. *Education information (degree and school attended)
5. Experience
6. Transcripts
7. Test Scores
8. *Certifications
9. References (3 letters)
10. Languages
11. Extracurricular

9. After your information has been completed at SchoolSpring you will need to select Apply for this job.

The screenshot shows a job listing page with the following sections:

- Requirements:** Entry-level accepted, Bachelors degree from an accredited institution preferred
- Application Questions:** None required
- Contact Information:** Mary Dyl, 26 Oliphant Lane, Middletown, Rhode Island 02842, Phone: 401-849-2122, Fax: 401-849-0202, Email: [click here](#)

The 'Apply for this job!' button is circled in red. Below the button is a link: [Click here to view the application procedures](#).

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10. Final Steps:
- Please call Middletown Public Schools after you have submitted your application. (401-849-2122 – Maureen West)
 - Phase II of the application process will require eligible substitutes to complete additional forms (W4, I-9 Employment Eligibility Verification, Background Check and Tax Sheltered Annuity Package).
 - Middletown Public Schools Substitute Teachers are expected to update their information annually.