

Become a Hays CISD Guest Teacher in 8 easy steps!!

Step 1. Take a required online training. There are two options to choose from. Visit www.hayscisd.net/subinfo to get started.

Texas certified teachers & applicants who completed their student teaching in Hays CISD (within the last 12 months) are exempt from this step.

Step 2. Apply online here: www.hayscisd.net/applynewsb

(ensure that you meet the minimum requirements & have already received a certificate from the online training course. Uploaded verification of both is required to complete the application)

Step 3. Fingerprinting

(Hays CISD will upload your information to SBEC and they will either notify you via email to get fingerprinted or we will notify you via email you that we were successful in subscribing to your fingerprints already on file)

Step 4. Wait for the Orientation Invitation to be sent to you

(generally within a week of completing the application & fingerprint step)

Step 5. Register for the Orientation via the link sent to you in the Orientation Invitation email.

(There are sessions every month, dates are only released once your application and fingerprint verification is complete)

Step 6. Attend an Orientation Session

Step 7. Complete electronic hiring paperwork

Step 8. Accept assignments!