Application Process for Substitute Teacher

Ithaca City School District requirements:

*NYS Teacher certification OR minimum 60 college credits

Steps:

1. Complete an application on AppliTrack – www.applitrack.com/icsd/onlineapp/

2. Be sure to upload required documents under "Supplemental Materials" (see note below)

3. Submit your completed application to the position desired (Substitute Teacher) by the posting deadline

4. Applications will be reviewed after the posting deadline. If your application is complete, an email will be sent to you with hiring paperwork that needs to be completed. You will also receive instructions on the fingerprinting requirement for the NYS Education Department.

Completed applications on AppliTrack must include:

1. Three letters of recommendation

2. Copy of diploma and/or transcript

3. Certification or certification status

4. Resume