



A Kelly Services® Company

Become A Substitute Teacher

FAIRMONT AREA SCHOOLS, ISD 2752

Thank you for your interest in serving our District as a Substitute!



Applying with Teachers On Call

1. Visit teachersoncall.com/jobs/apply-now
2. Select “new applicant K-12” (blue link) on the page
3. Complete the online application selecting the appropriate category (“MN – New Applicant”) in the menu
4. TOC staffing coordinator will contact you to schedule a phone interview
5. Complete the TOC onboarding process, and start subbing

Apply online at: www.teachersoncall.com
Or give us a call: 1-800-713-4439

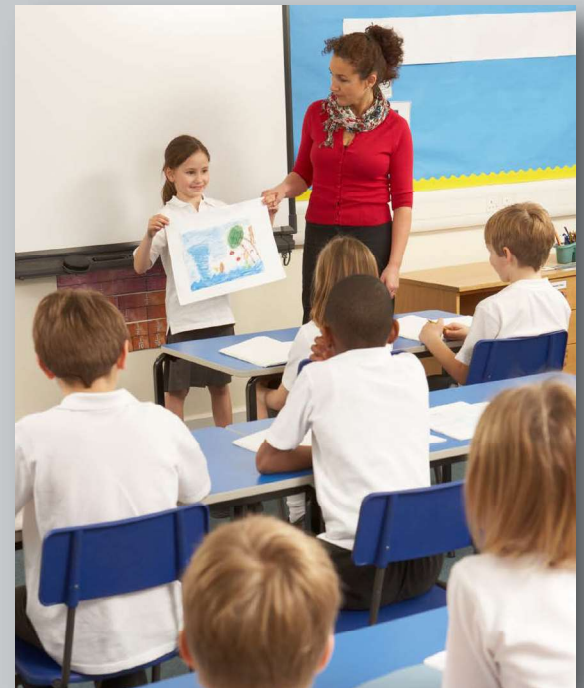
Applying for 2-Year Short-Call Substitute License

1. During the TOC Onboarding Process, apply with Minnesota Department of Education (MDE).

- Please visit the Minnesota Department of Education website to access licensing:
<https://mn.gov/pelsb/aspiring-educators/apply/>
- Select the tab in the center of the page that reads “Current” (next to the “Tiered Licensure” tab)
- Click on the link in #1. – “online licensing system”
NOTE: you must have or must create a Google Account if you do not already have one in order to complete the process
- After you sign-in, click the bubble “Apply for a first-time Minnesota license” and click “next”
- Select “Two-year limited short-call substitute teaching license” option from the list and follow the instructions for the application

2. Based on your experience, TOC may require online training and/or paraprofessional shifts prior to receiving our signature. In order to ensure job readiness.

3. Once you’ve completed onboarding and training requirements, please mail TOC your District Verification form along with a self-addressed and stamped envelope so we can sign, and return your form to you for submission to the MDE.



Follow us, we're friendly.

