




Process for Paraeducator to become Substitute Certified

1. Paraeducators are required to take the **Carbon County School District #1 Substitute Training** classes to become a certified substitute.
 2. Make sure fingerprints and background check information has been obtained through the Human Resource Department.
 3. **30 hours** of observations are required (10 at each level).
 - a. Set up required observations with principals at the high school, middle school and elementary school levels.
 - b. Before you observe, permissions must be obtained from your immediate principal and supervisor, as well as the school in which you are doing the observations.
 - c. Track your observation hours on the attached log.
 4. Make sure this process is done immediately. You will have 6 weeks to complete observations.
 5. After you have completed 30 hours of observations and the Substitute Training classes, you must turn in all documentation to the Human Resource department to be sent in to PTSB.
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Observation Log

10 hrs at Elementary

10 hrs at Middle

10 hrs at High

[illegible]