

Substitute Teacher Procedure:

1. Must have a valid Wisconsin teaching certificate or Wisconsin substitute teacher license. Elcho School is unable to search or answer specific questions about your licensure. For any questions on licensing, contact the Wisconsin Department of Public Instruction at (608) 266-1027 or (800) 266-1-27, or online at <https://dpi.wi.gov/tepd/elo>
2. Once you have your valid teaching certificate or substitute teacher license, complete a district application found on our website under "Employment Opportunities." Return completed applications to:
Elcho School District
P.O. Box 800
Elcho, WI 54428
3. For any questions, contact Becca Siemers, Building Secretary, at (715) 275-3225 Ext. 1000.
4. A criminal background check is required prior to working in the district.

Substitute Instructional Aide Procedure:

1. There is no required licensing for instructional aide substitutes.
2. Complete a district application found on the website under "Employment Opportunities." Return completed applications to:
Elcho School District
P.O. Box 800
Elcho, WI 54428
3. For any questions, contact Becca Siemers, Building Secretary, at (715) 275-3225 Ext. 1000.
4. A criminal background check is required prior to working in the district.

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