

Substitute Teacher Procedure:

1. Must have a valid Wisconsin teaching certificate or Wisconsin substitute teacher license. Elcho School is unable to search or answer questions specific to your licensure. For any questions on licensing, contact the Wisconsin Department of Public Instruction at (608) 266-1027 or (800) 266-1027, 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 website under "Employment Opportunities." Return completed application to:

Elcho School District
PO Box 800
Elcho, WI 54428
3. For any questions, contact Sue Burby, District Administrative Assistant, (715) 275-3225 x1060.
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 website under "Employment opportunities." Return application to:

Elcho School District
PO Box 800
Elcho, WI 54428
3. For any questions, contact Sue Burby, District Administrative Assistant, (715) 275-3225 x1060.
4. A criminal background check is required prior to working in the district.

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