



Heidi Long, Executive Director
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Dear Applicant:

We are pleased that you are interested in substitute teaching with Ignite Entrepreneurship Academy. Substitute teachers play a vital role in the daily operation of our school. No matter if it is a day, a week or a month, substitute teachers make significant contributions to the education of our students.

Please complete and return the enclosed application form and required materials. Prior to being considered for a substitute teaching position, it is important that you provide our office with the following:

- Completed substitute application form
- Educator Licensure Verification (if applicable)
- New Hire Packet
- BCI Waiver
- Authorization for Transfer of FBI Rapback Subscription
- Request for Electronic Applicant Background Check
- Form W-4
- Form I-9
- Direct Deposit authorization

Substitute teachers at Ignite will receive compensation in the following amounts:

Full Day	Half Day
\$80.00	\$40.00/day

Thank you for considering Ignite Entrepreneurship Academy. If we can be of any assistance to you, please do not hesitate to call our office for clarification or questions. Li'a Uluave, our Substitute Teacher Coordinator, will be happy to answer your questions.

Sincerely,

Heidi Long
Executive Director
hlong@igniteutah.org

Li'a Uluave
Substitute Teacher Coordinator
luluave@igniteutah.org