

Thank you for your interest in becoming a Substitute for
Montrose and Olathe Schools!

Support Personnel/Paraprofessional Subbing – Positions:
Classroom Aides, Secretarial, Custodians, Cooks, Library or Technology support
staff.

1. Complete District Online Application
<https://www.applitrack.com/mcsd/onlineapp/>
2. Complete Fingerprinting Process:
 - Visit the Montrose County Sherriff's Office, located at **1200 N Grand Ave.** (on the corner of Townsend and Grand Ave.) to have a fingerprint card completed. Inform the department that you are to be fingerprinted for **non-licensed** employment with the Montrose County School District.
 - The cost will be \$10.00 in cash - they do not make change or accept checks.
 - ID is required.

Hours of Justice Center:
Monday & Friday 1:00-5:00 pm
Tuesday & Thursday 8:00 am -5:00 pm
Wednesday 8:00-12:00 Noon

3. Take the completed fingerprint card to Montrose County School District Office, located at 930 Colorado Avenue, Montrose CO.
 - There is a \$40 fee for the background check. Cash or Check will be accepted.
 - You will complete the Applicant's Oath and consent for the background check at the District Office.
 - ID is required.
4. Once your Background Check and Fingerprints have cleared, you will be contacted to schedule a required Substitute Workshop and to complete additional online forms.

For further questions or assistance, please contact Danice Kindall, HR
Generalist @ (970) 252-7906 or danice.kindall@mcsd.org