



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

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

Please follow the steps below to be considered for a Substitute position.

1. **Complete the Applicant's Oath and return it to the HR Department of Montrose County School District.** This document will notify us of your intent to apply as a Support Staff Substitute and provide the necessary information for our office to obtain your fingerprint results and track your application.
2. **Complete Fingerprinting Process:**
 - Please visit the [Identogo](#) website and enter the service code below. You will need to create an account and schedule your fingerprint appointment from this site.
Codes you will need to complete your account and appointment setup:
Service Code: 25YFY4
OCA Number: CONCJ1426
 - The average cost for processing is \$49.50 –personal checks/cash are not accepted. Please be prepared to pay by Credit/Debit Card. Fees are non-refundable.
 - Valid Photo ID is required.
3. **Complete the District Online Application**
<https://www.applitrack.com/mcsd/onlineapp/>
4. Once your Fingerprints have cleared and you have completed the online application, your information will be reviewed. Our office will contact you to complete the additional online forms and schedule a required Substitute Workshop should you be selected to become a substitute.

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