



# Vineland Public Schools

## *Personnel Department*

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*Ms. Maryann Greenfield, PHR  
Executive Director of Personnel  
(856) 794-6700 Ext. 2110*

March 1, 2007

Dear Prospective Substitute:

Effective March 5, 2007 Substitute Professionals will be required to undergo a pre-screening process. A short writing test will be given in the SubFinder office at the Vineland Board of Education. The time frame will be 30 minutes to write a 200 word essay that must have fewer than 5 grammatical and spelling mistakes. This must be completed before applicants can begin the process to become a Substitute Teacher. Prospective Substitute Professionals **WILL NOT** be given fingerprint forms or any other paperwork until this screening is complete and the prospective substitute is successful. There will be three times during the week when the tests will be given. The times are as follows:

Mondays from 10:30am-11:30am  
Tuesdays from 1:00pm-2:00pm  
Thursdays from 10:30am-11:30am

If you have any questions please feel free to contact Danielle Trucano, SubFinder Operator at 856-794-6700 x2113 or by email at [dtrucano@vineland.org](mailto:dtrucano@vineland.org)

Sincerely,

*Maryann Greenfield*

Maryann Greenfield, PHR  
Executive Director of Personnel