



# Information for Substitutes

updated 06 September 2016

Thank you for your interest in working as a substitute (teacher, teacher-assistant, nurse or secretary) at Frankfurt International School in Oberursel or at our Wiesbaden Campus.

## Important

1. Complete a "Questionnaire for Substitutes" and please fill out a "Teacher Application".
2. Return it to Alexandra Sanader, Personnel Officer, together with copies of your passport, résumé, certificates, references, transcripts and placement papers, if applicable, as well as a police certificate which proves that you don't have a criminal record (Führungszeugnis).
3. Alexandra Sanader, Personnel Officer, ☎ (06171) 2024 485, email Alexandra\_Sanader@fis.edu needs to receive the required paperwork before you start substituting. If you are a member of a U.S. Consulate family or a dependent of the U.S. Forces, FIS could have to file an application with the local tax office in Bad Homburg – please see Alexandra Sanader and bring along your passport and ID card.
4. Contact details for divisional offices are below:

**Frankfurt International School**  
**Alfred-Lechler-Straße 10**  
**61440 Oberursel**

First Steps to grade 1  
 Principal: Caroline Joslin-Callahan

Secretary:  
 Christina Zabbal  
 ☎ (06171) 2024-500

**Frankfurt International School**  
**An der Waldlust 15**  
**61440 Oberursel**

Elementary School, grades 2–5  
 Principal: Peter Baker  
 Assistant Principal:  
 Dawn Darling

Secretary:  
 Caroline Loughrey  
 ☎ (06171) 2024-102

Upper School, grades 6–12  
 Assistant Principal:  
 Daniel Cowan

Secretary:  
 Anita Waldner  
 ☎ (06171) 2024-294

**Frankfurt International School**  
**Wiesbaden Campus**  
**Rudolf-Dietz-Straße 14**  
**65207 Wiesbaden-Naurod**

First Steps to grade 8  
 Principal: Andrea Rosinger

Secretary:  
 Nicole Bentley  
 ☎ (06127) 9940-0

## Rates for Substitutes (school year 2016/2017)

for teacher, teacher-assistant. or staff .....	100,00 Euro daily, taxable
other substitutes.....	8,50 Euro per hour

## Work Permit

### EU Citizens

Work permit is not required. But please bring along copies of your passport and your "Meldebescheinigung" (issued at the registration office "Meldeamt").

### U.S. Citizens

Civilian: Work permit required. The school would assist you if you are a qualified teacher. You have to apply for a work permit at the Ausländeramt \* (see foot note).

Documents needed: Passport, residence permit and teaching certificate. If it is not already in your passport, you will also need a biometric picture which will be scanned into your passport. You may not begin substituting without a work permit, and you are also responsible for its renewal.

U.S. Forces family member: Work permit not required. Documents needed, from both employee and spouse: Passport, ID (identification card), SOFA stamp, PCS Order (permanent change of station), marriage certificate, health insurance statement.

U.S. Consulate family member: For substitute applications FIS supports applications of qualified teachers if needed. Documents needed, from both employee and spouse: Passport, "Protokollausweis für Familienangehörige(Konsulat)", marriage certificate, teaching certificate, health insurance statement and probably biometric picture. We would send the application for work permit to the Consulate and they would forward it to Berlin. After approval (takes a few weeks) please submit the work permit to the Personnel Officer at FIS.

## Tax Identification Number "Identifikationsnummer"

If you have not received a statement about your "Identifikationsnummer" from the "Bundeszentralamt für Steuern" the following applies:

EU citizen, U.S. civilian: To be obtained from your local registration office (Meldeamt) or the tax office (Finanzamt). Take your passport with you. U.S. Forces family member, U.S.

Consulate family member: You will not receive an "Identifikationsnummer", because you are not registered with the city hall. The school has to file an application for tax class 1 with the tax office.

## Taxes

Earnings up to 450 Euro per month may be without tax deduction, if

- you have no other income than substituting at FIS
- OR
- you have one main income with tax card and the work at FIS is your only job besides your main employment

## Social Security (Health insurance, Nursing care ins., Old age ins., Unemployment ins.)

In accordance with German social security regulations, every substitute must complete a substitute questionnaire.

- Up to a monthly income limit of 450 Euro the employer pays the full premium for social security. For earnings over 450 Euro per month the premium must be shared between the employee and the employer.
- If you **work somewhere else** please inform the personnel officer.
- If you receive **unemployment benefits**, the income for substitute work must be reported to the labor office (Arbeitsamt). Please inform the personnel officer before you start working.

## Changes

**If any data changes (for example additional job, bank connection, address) you must inform the personnel officer immediately.**

**Further please let us know if you are no longer available as a substitute. Should you move please give us your forwarding address.**

\* For those who are residents of the Hochtaunuskreis the POC is: Kerstin Raab, Tel.: 06172-999 49 15, email: Kerstin.Raab@Hochtaunuskreis.de. Before going there make sure to get an official letter from the personnel office. When calling Ms Raab to arrange an appointment, mention that you plan to substitute at FIS.