

Fayette County Public Schools

Substitute Teacher Application Procedures

2017 – 2018

We are currently only accepting applications for substitute teacher and substitute nurse from:

- Certified retirees & former teachers of the Fayette County Public School System holding a current teaching certificate.
- Certified teachers holding a current clear renewable teaching certificate in any state.
- Persons holding a four-year degree or higher in any subject area.
- Former paraprofessionals of the Fayette County Public School System holding a current paraprofessional certificate.
- Licensed Georgia RNs or LPNs (currently valid).

Substitute Teacher Applicants must:

- Be 21 years of age;
- Complete an online application and select the appropriate vacancy: Substitute Teacher (**Job ID 2686**); the application can be found at www.fcboe.org under **Quick Links/Position Openings**;
- Provide a copy of a teaching certificate if the applicant is a certified teacher in any state;
- Provide a copy of an official transcript or diploma if the applicant is not a certified teacher;
- Provide a copy of a valid paraprofessional license if applicable;
- Provide the names, addresses, and telephone numbers of three professional references (one must be from a supervisor); Friends and relatives may not provide references.
- Have a record with the Professional Standards Commission (PSC) that does not reveal evidence of any action having ever been taken against the certificate of the applicant (Only applies to applicants who hold or have held a PSC certificate, permit or license).

Applicants who have been non-renewed based on performance concerns will not be considered.

Substitute Nurse Applicants must:

- Be 21 years of age;
- Complete an online application and select the appropriate vacancy: Substitute School Nurse (**Job ID 2687**); the application can be found at www.fcboe.org under **Quick Links/Position Openings**;
- Provide a copy of a valid Georgia nursing license along with current CPR training;
- Provide the names, addresses, and telephone numbers of three professional references (one must be from a supervisor); Friends and relatives may not provide references.
- Have a record with the State of Georgia Professional Licensure Board that does not reveal evidence of any action having ever been taken against the license of the applicant.

Applicants who have been non-renewed based on performance concerns will not be considered.

The number of applications accepted will be based on overall system-wide need.

Please monitor your application. When all references have been returned and required documents have been uploaded, email the Substitute Services Specialist so that the vetting process can begin. Approved applicants will be contacted to schedule fingerprinting and invited to attend a four-hour onboarding session. Additional paperwork will be completed during the onboarding session. Approved applicants must present documents to verify eligibility for employment.

Approved Substitute School Nurse applicants must also attend additional training with Debbie King, School Health Services Specialist, prior to being authorized to begin any work assignments in the school system. This two-hour training will include an overview of School Health Services and Infinite Campus, our student information system.

Approved applicants must be fingerprinted and have a school system approved criminal history check on file prior to being authorized to begin any work assignment in the school system. The fingerprinting process is conducted in the Human Resources Department by appointment only. The cost to the applicant is \$42.50 and is non-refundable. Exact change in cash or credit card are acceptable forms of payment.

The substitute pay rates when subbing for a teacher are:

\$85.00/day with a valid teaching certificate (any state).

\$80.00/day with a four year degree, expired teaching certificate or a former Fayette County paraprofessional with a current paraprofessional certificate.

\$100.00/day with a registered nursing license or practical nursing license.

The substitute pay rate when subbing for a paraprofessional is \$75.00/day.

If you have any questions, please call the Substitute Services Help Desk at 770-460-3923 between the hours of 6:00 a.m. and 3:00 p.m. or email bigler.julie@mail.fcboe.org.



Julie Bigler

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