

# Fayette County Public Schools

## Substitute Teacher Application Procedures

**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 with any amount of college
- 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 4959**); the application can be found at [www.fcboe.org](http://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 may not apply.**

### **Substitute Nurse Applicants must:**

- Be 21 years of age;
  - Complete an online application and select the appropriate vacancy: Substitute School Nurse (**Job ID 4960**); the application can be found at [www.fcboe.org](http://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 may not apply.**

**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 \$45.81 and is non-refundable. Exact change in cash or credit card are the only forms of payments accepted.

The substitute pay rates are:

- \$100.00/day with a valid teaching certificate
- \$95.00/day with an expired teaching certificate
- \$95.00/day with any amount of college, no teaching certificate
- \$95.00/day former parapro of Fayette County Schools with para license
- \$100.00/day practical or registered nursing license
- \$75.00/day when substituting for any paraprofessional position

If you have any questions, please call the **SubFinder** Help Desk at 770-460-3923 between the hours of 6:00 a.m. and 3:00 p.m. or email [robichaux.cindy@mail.fcboe.org](mailto:robichaux.cindy@mail.fcboe.org)



*Cindy Robichaux*

Substitute Services Specialist  
Human Resources Department  
Fayette County Public Schools  
205 LaFayette Avenue, Building A  
Fayetteville, Georgia 30214  
phone 770.460.3923  
fax 770.460.3907

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