

# FRANKLIN COUNTY DISTRICT OFFICE

85 SCHOOL R.D.  
EASTPOINT, FL 32328

## Substitute Educator Application

Website: [www.franklincountyschools.org](http://www.franklincountyschools.org)

Thank you for your interest in becoming a substitute educator for the Franklin Co. School District. This letter will offer helpful suggestions and answer most common questions associated with the application process. Our mission is to provide a student-focused comprehensive educational experience to meet both required objectives and a long-term goal of developing responsible citizens.

If you would like to join our team and help inspire our students to soar please follow the steps below.

1. You must be at least **18** years of age.
2. Submit a completed application to the district office with (3) letters of reference.
3. You must be a high school graduate or have a G.E.D
4. You must attend or complete the substitute orientation training (**see information below**).
5. If you are a certified teacher, you must attach a photocopy of your current teaching certificate to your application.

<b>Fingerprints &amp; Drug Screen policy:</b> To prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for impaired or unsafe job performance, the Franklin County School Board will require pre-employment screening examinations. All new full-time, part-time, instructional, non-instructional employees must have drug screening and fingerprint clearance at the expense of the employee. <b>Employment is contingent until all results have been received.</b>	
<b>Drug Screen</b>	\$35 cash or money order ( <b>exact change required</b> ) Quest Diagnostics will forward results to Franklin Co. HR Department.
<b>Fingerprints</b>	\$51.25 Money Order or Debt/Credit Card You may make payment by Internet: <a href="http://www.cogentid.com">http://www.cogentid.com</a> or by calling 866-365-6767.

6. Bring all required documents mentioned to the District office: include a form of ID (driver's license preferred and a copy of your social security card) and a voided check in order to set-up direct deposit.
7. Complete the training online courses below and attach certificates to your application:  
DCF Mandatory Reporting: <http://www3.fl-dcf.org/RCAAN/>  
PAEC Substitute Training/Test: <http://www.paec.org/courses/SubstituteTraining>

### Substitute Teacher Pay:

Credentials	Per Hour	Per Day
High School Diploma or Equivalent	\$9.67	\$72.52
AA Degree or equivalent (at least 60 credit hours)	\$10.26	\$76.95
BA or MA Degree	\$11.35	\$85.12
BA/MA with Certification, or BA/MA with FDOE Statement of Eligibility	\$11.95	\$89.62

Additional training is required for all school health aides and substitute bus drivers. Please contact the school for details @ 850.670.2800. Upon board approval your name will be added to the school sub list and you will be contacted by school personnel.