

FRANKLIN COUNTY DISTRICT OFFICE

85 SCHOOL R.D.
EASTPOINT, FL 32328

Substitute Application

Website: www.franklincountyschools.org

Thank you for your interest in becoming a substitute teacher 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.

Fingerprints & Drug Screen policy: 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.

Employment is contingent until all results have been received.

Drug Screen	\$35 cash or money order (exact change required) Quest Diagnostics will forward results to Franklin Co. HR Department.
Fingerprints	\$52.75 Money Order or Debt/Credit Card You may make payment by Internet: http://www.cogentid.com or by calling 866-365-6767. You must print & bring receipt.

6. Bring all required documents mentioned above to the District office: include a form of ID (driver's license preferred) and a voided check in order to set-up direct deposit.
7. An orientation training is conducted each summer. If you do not attend you will need to complete the following courses online and submit your certificates with your application
 - Subessentials:@ <http://mylearning.stedi.org/product/subessentials-introductory-training/>
 - DCF Mandatory Reporting :<http://www3.fl-dcf.org/RCAAN/>

Substitute Pay:

Transcripts must be provided to receive education credit.

Credentials	Per Hour	Per Day
High School Diploma or Equivalent	\$8.67	\$65.02
AA Degree or equivalent (at least 60 credit hours)	\$9.26	\$68.47
BA or MA Degree	\$9.85	\$73.91
BA/MA with FDOE Certification or Statement of Eligibility	\$10.45	\$78.35

Upon board approval your name will be added to the official school sub list. For questions concerning substitute availability contact Joy Towns @ 670-2800 ex. 3102. For all other questions pertaining to employment contact the HR Department @ 670-2810 ex. 4128.