

## Claiborne County Schools

### AP 5.701 - Substitute Teacher Procedures and Requirements

An application to be employed as a substitute teacher in Claiborne County Schools may be obtained at the director of schools' office or found online at:

<http://www.claibornecountyschools.com/employment.html>.

Once an application is obtained, please follow these procedures:

- On page 2 of the application, check the school(s) you would like to serve as a substitute and obtain the principal's signature at each school.
- Return the completed application to Denise Howard at the director of schools' office prior to or on the date scheduled for substitute training class.
- Attend substitute training class at the Claiborne County Director of Schools' Office. Substitute teacher training class is held on the second Tuesday of each month and begins at 9:00 a.m. PLEASE MAKE PLANS TO BE PRESENT MOST OF THE DAY. If there is no school on the date class is scheduled, class is cancelled.
- Contact the director of schools' office to schedule an appointment to be fingerprinted. To schedule, call the director of school's office at (423) 626-3543 and ask to speak to Denise Howard, Human Resources Coordinator. You may pay with a credit or debit card, cashier's check, or money order. The cost for this service is approximately \$33.00 and can be scheduled at any time.
- After all paperwork is completed and submitted and confirmation of clearance through fingerprinting is received, you will be issued a badge that must be worn during hours worked. Your name and contact information will be sent to the school(s) selected as being cleared and available to substitute.

Copies of the following must be submitted with the completed application:

- Proof of a high school education (transcript or diploma). You may obtain a transcript at the director of schools' office if you graduated from a school in Claiborne County.
- Employees are paid via direct deposit. Therefore, a VOIDED deposit slip or check will be required with your bank's routing number and your account number for informational purposes only.

*CCBOE Policy Reference: 5.701 - Substitute Teachers*