

## **Requirements for Substitute Teacher:**

1. Fill out application.
2. Check the schools on the application you want to sub at and get the principal's signature at each school.
3. Bring application back when you return for the sub class.
4. The sub class is on the 2<sup>nd</sup> Monday of each month. It is held at the Board of Education (Central Office) at 9:00 am. Fingerprinting can be done as early as 8:30 am the day of the class. If there is no school on that day there will not be a class.
5. Bring a \$60.00 money order or cashier's check made out to TBI for your fingerprinting.
6. You will need a "VOIDED" deposit slip or "VOIDED" check for the direct deposit to go into your checking or savings account. Your voided check will have your routing number and account number on the bottom for our information only. Direct deposit is the only way you will be paid.
7. You must have proof of a High School Education.(Transcript or Diploma).
  - **Make plans to be here all day**
  - **After you have completed all paperwork you will be fingerprinted and receive your badge.**
  - **You will then be put on the Sub List and can begin work when called by the school.**