

Claiborne County Schools

Substitute Teacher Procedures and Requirements

When picking up an application to be a substitute teacher, all applicants must bring the following items to the Claiborne County Board of Education Central Office, located at 1403 Tazewell Road, Tazewell, TN 37879.

- Copy of High School Transcripts
- Copy of Drivers License
- Copy of Social Security Card
- A hard copy of the applicant's FBI/TBI Background Check **Confirmation Page**

Directions to complete the FBI/TBI Background Check are on Claiborne County Schools Website at:

<http://www.claibornecountyschools.com> Click on the **Employment Tab** at the top of the page and then click on **Substitute Teacher (Requirements)** on the left side of the page to access the directions electronically. A hard copy of the directions is on the next page.

Failure to provide the documentation listed above will result of denial of application.

At the time the applicant submits the required documents listed above and picks up an application for employment, they will be registered for the next scheduled Substitute Class. If there is no school on the date class is scheduled, the substitute class is cancelled. **The class begins promptly at _____ a.m., so please be on time.** Applicants arriving late will be moved to the next month's sub class.

On the substitute teacher application, each applicant is required to:

- Check the school(s) they would like to serve as a substitute (Page 2)
- Obtain the principal's signature at each school requested

On the day the substitute class takes place, all applicants are required to bring the following:

- Completed application for employment with principals' signatures
- Completed forms included in the substitute folder
- A **VOIDED** deposit slip or check with their bank's routing number and their account number for informational purposes only **(This is required because all employees are paid via direct deposit.)**

Once the following requirements are met, the applicant's name and contact information will be sent to the school(s) selected as being cleared and available to substitute.

- Submit all required paperwork
- Complete the substitute class
- Receive confirmation of clearance through FBI/TBI fingerprinting
- Issued a Claiborne County Schools Employee Badge (Must be worn at all times while working.)

DIRECTIONS FOR THE FBI/TBI BACKGROUND CHECK

<https://www.identogo.com/services/live-scan-fingerprinting>

A credit card or debit card is required to schedule the FBI/TBI Background Check.
The cost is \$35.15.

You will need a printer in order to print the **confirmation page** once your FBI/TBI Background Check is scheduled.

Go to the following webpage www.identogo.com and click **Get Fingerprinted** then follow the steps below.

1. In the middle of the page you will see: Select Fingerprinting Service by State or Find a Nearest Center
2. Choose a Center that is most convenient to your location. (i.e., Morristown, Middlesboro KY)
3. Click on the **BLUE BOX** where you see the words **Schedule Appointment**. A new page will appear. Scroll down.
4. Click on the box labeled **Digital Fingerprinting**. A new page will appear.
5. On the left side of the page you will see **For New Appointments** in blue. Click on **Schedule a New Appointment** in the **green box**.
6. A new page will appear. In the center of the page, enter the **service code** closest to your job title: **Teachers:** 28TYFX, **Teaching Assistants:** 28TYHT, **Cafeteria Workers:** 28TY9Z **Custodial Workers:** 28TYN5, **Bus Drivers:** 28TYJ7, **Substitute Teachers:** 28TYBF If you are uncertain which code to utilize you may enter: 28TYHT - **School Worker-Other**

Click on the blue box labeled **GO**. On the next page click the blue box **CONTINUE**.

7. In the box labeled, ORI Number, Enter: **TN931250Z** then Click on the blue box labeled **GO**.
8. You will see, **You have selected to be fingerprinted for CLAIBORNE CO. BOARD OF EDUCATION**
Click on the blue box labeled **“yes”**. A new page will appear
9. Next, read the Acknowledgement/Release, Click the box beside of the words, **I AGREE** then Click on the blue box labeled **GO**.
10. In the box labeled, Enter a zip code to determine the closest fingerprinting location, Enter **37879** then Click **GO**.
11. On the next page, you will choose the location and date that you would like to schedule your appointment and Click on **Click to Schedule**. You will see a drop down box with times to choose. Click on the time you want then Click on **GO**. A new page will appear then click the blue box **CONTINUE**.
12. Next, you will enter information for all of the boxes with **Red Asterisks**. (In the home address, PO Boxes will not be accepted. You are required to **enter the number** of the physical street address **where you live**. Enter numbers only in the birth date & social security number boxes—do not enter dashes or slashes. The program will do this automatically.)

13. Once you get to the area marked, APPLICANT EMPLOYER INFORMATION enter the following:
Employer Name: **CCBOE** Number: **1403** Street Name: **Tazewell Road** Employer City: **Tazewell** Employer State: **TN**
Employer Zip: **37879** Occupation: **Education** (Leave the other boxes blank.)
14. Once you have this information entered, **Click on the blue box that reads, SUBMIT**
15. **Click CONFIRM** ---**WAIT**--- do not click on anything until you see your "**Confirmation**" and **Print this page.**

All applicants are required to provide a copy of the confirmation page. Once clearance has been confirmed, applicants must also provide a copy of their social security card and drivers license to complete the process. Please retain all receipts!