

## Substitute Teacher/Aide Procedures

1. Substitute Teachers and/or Substitute Teacher Aides **must meet one or more of the following requirements before they are eligible to apply for a substitute position at any school:**

- **Obtain a Passing Score on the Substitute Test; Verified through the Personnel Department**
- **Obtain a Passing Score on the Parapro Test; Verified through the Personnel Department**
- **Have an AA/AS degree OR At least 60 Credit Hours with a GPA of 2.5 or higher from an accredited college; Verified by official transcripts submitted to Personnel Department**
- **Have a Bachelor's degree from an accredited college; Verified by official transcripts submitted to Personnel**

\*\*The substitute test is given by contacting the Personnel Office to make an appointment and there is no cost. There are 30 Math and 30 Language Arts questions. Math questions include addition, subtraction, division, multiplication, fractions, decimals, percents, etc. Language questions include sentence structure, comprehension, capitalization, etc. The test takes up to 1½ hours to complete.

2. If qualifications above are met then applicant needs to fill out on-line application: <http://www.levy12.org/employment>
3. All substitute applicants **must** be able to provide **three references that relate to work history**. They may provide references from past supervisors/teachers/professors that can attest to applicant's work performance. Self-employed applicants may obtain references from customers. (Personal references are not considered viable references) **Applicants who are not able to produce any one of the documents mentioned, will not be recommended for hire.**
4. Applicants interested in substituting go **directly** to the school site and ask that worksite to "**sponsor**" them. Substitute applicants do not go directly to the district office.
5. After the school site has offered the applicant the position as a substitute teacher and/or aide the school will send documents to the Personnel Office. School will email Congratulations Letter to applicant that will give them all required documents needed to complete employment paperwork. Personnel will call the applicant to schedule the drug screening which must be completed within 24 hours. Once drug screen is cleared Personnel will call to schedule an appointment to complete the applicant's employment paperwork and give fingerprinting instructions. (This takes 45 minutes to one hour)
6. **Fingerprints will be scheduled online and processed at a Fieldprint location closest to and chosen by the employee/sub.** **The total fingerprinting fee is \$79.25. Payment of \$49.25 will be done online at the time the sub schedules the fingerprint appointment, payable with Debit/Credit card only. The remaining \$30 needs to be paid to SBLC at the scheduled Personnel appointment in cash (exact change), check or money order made out to School Board of Levy County. The fee covers the annual maintenance cost of the FDLE data base.**
7. A "Substitute Card" is issued and mailed to the applicant once fingerprinting and sexual predator reviews are cleared.
8. A substitute's day is normally 6 ½ hours per day. A substitute is placed on a "call list" Calls are usually made between 5:30 a.m. and 8:30 a.m. the morning a substitute is needed to work. **A substitute must work at least one day every semester to be considered an active substitute employee.**
9. Substituting is considered as "**at will**" employment. Substitutes do not receive benefits.