

ALEXANDER CITY SCHOOLS

SUBSTITUTE TEACHER INFORMATION

Thank you for your interest in substituting for the Alexander City School System.

APPLICATION PROCESS:

In order to substitute in our system, the following must be completed and submitted to the Alexander City Board of Education. We **cannot** make copies for you.

1. Alexander City Board of Education Support Application.
2. State Department of Education Substitute License Application.
3. \$30 Substitute License Application Fee (**Must be a money order made payable to ALSDE**)
4. Complete Background/Fingerprint requirements. See attached directions. A Background/Fingerprinting fee of \$46.90 is required.
5. Proof of graduation from high school or GED.
6. ACBOE payroll forms to include a voided check for direct deposit and a copy of your social security card and driver's license.
7. You must also attend a mandatory Substitute Teacher Training session to substitute in our system. However, you will be allowed to start substituting as soon as your license has been received and you will be contacted regarding the next training date.

To obtain the above forms or for more information, please contact Gail Brasell at the following address:

Alexander City Schools
375 Lee St.
Alexander City, AL 35010
(256) 234-8607

Please note that you can **not** substitute until the background/fingerprint clearance has been received from the State Department of Education (normally 2-3 weeks from the date of submission). When clearance is received in the human resource office, you will be notified by mail and your name will be placed on the substitute list at that time.

Substitute Pay Rate:
\$67.00 per day/Teacher
\$60.00 per day/Support