



THE SCHOOL BOARD OF GADSDEN COUNTY

Substitute Teacher Checklist

Elijah Key
Superintendent
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"Putting Children First"

In order to become a substitute teacher in Gadsden County, you have to be at least 18 years of age and must complete the following information:

Step One: Online Application

Fill out an online application on the Gadsden County School Board website

<http://www.gadسدenschools.org>

- Gadsden County homepage → Select **Employment** → Click on the brown briefcase → Create an account → Select a non-instructional account → Fill in the information and submit application

Step Two: Appointment for Processing (Paperwork, Fingerprints, and Drug Screen)

Once you have completed the online application, you will have to make an appointment to be processed. Listed below are all the items that you will have to bring in order to be processed:

- High school, GED or college transcripts (2.0 GPA)
- Photo Identification
 - ✓ Acceptable identification includes:
 - A current driver license
 - ID card issued by federal, state, or local government agencies
 - School card with a photograph
 - Voter's registration card
 - U.S Military card or draft record
 - Military dependent's ID card
 - U.S Coast Guard Merchant Mariner Card
 - Native American tribal document
 - U.S Passport or U.S Passport Card
- Document that establish employment authorization
 - ✓ Acceptable documents includes:
 - Social Security Number Card
 - Certification of Birth Abroad issued by the Department of State
 - Certification of Report of birth issued by the Department of State
 - Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
 - Native American tribal document
 - U.S. Citizen ID Card

Cathy S. Johnson
DISTRICT NO. 1
HAVANA, FL 32333
MIDWAY, FL 32343

Steve Scott
DISTRICT NO. 2
QUINCY, FL 32351
HAVANA, FL 32333

Leroy McMillan
DISTRICT NO. 3
CHATTAHOOCHEE, FL 32324
GREENSBORO, FL 32330

Charlie D. Frost
DISTRICT NO. 4
GRETNA, FL 32332
QUINCY, FL 32352

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- Identification Card for Use of Resident Citizen in the United States
 - Employment authorization document issued by the Department of Homeland Security
 - New Employee packet- Available online or in the Human Resources Dept.
 - Fingerprints fee is \$51.25 and you can pay with money order, credit, or debit card. **No Cash or Checks are accepted.** Please note that fingerprints are done at the district office and the drug screen is done at Patient's First. The Human Resources Department will give you the paperwork to take to Patient's First.
 - Step Three: After receiving clearance from HR, you will be enrolled in the online courses. The fee for the online courses is \$40.00. (You can be exempted from taking the online courses if you have a Bachelor's Degree in Education or a Florida Education Certificate).**
 - If not, you will have to complete the following courses:
 - ✓ Support Staff: Classroom Management
 - ✓ Support Staff- Instructional Strategies
 - ✓ Support Staff: Professional Practices

Please call Human Resources at (850) 627-9651 ext. 1315, to schedule an appointment for fingerprints or if you have any questions or concerns.

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