



# THE SCHOOL BOARD OF GADSDEN COUNTY

## Substitute Teacher Checklist

**Roger P. Milton**  
*Superintendent*  
miltonr@gcpsmail.com

*"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 Courses (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 may register yourself and complete the courses from The Sub-Hub™ Learning Center- [www.edtrainingcenter.com](http://www.edtrainingcenter.com)
  - ✓ Introductory Training for Substitute Teachers → \$20
  - ✓ Ethics for all school employees → \$20

**Step Two: Online Application**

Fill out an online application on the Gadsden County School Board website <http://www.gcps.k12.fl.us>

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

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

Once you have completed the online courses (if applicable) and 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

**Audrey Lewis**  
DISTRICT NO. 1  
HAVANA, FL 32333  
MIDWAY, FL 32343

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

**Isaac Simmons, Jr.**  
DISTRICT NO. 3  
CHATTAHOOCHEE, FL 32324  
GREENSBORO, FL 32330

**Charlie D. Frost**  
DISTRICT NO. 4  
GRETNA, FL 32332  
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- 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
    - 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 \$50.00 and you can pay with money order, credit, or debit card. **No Cash or Checks are accepted.** Please note that the 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.

**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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