

Substitute Teacher Applicant Procedures

- Substitute applications are available to all applicants wishing to apply for a substitute teacher position in the Coweta County School System. The issuance of this application does not imply that the applicant will be approved for the substitute list. **I do not accept faxed applications.**
- Substitute pay is based on proof of your highest level of education:

College Degree (4 years or higher) \$11.11 per hour

- The Georgia Department of Education requires all substitute applicants to complete (4) hours training before being placed on the substitute teacher list. **Since you are certified teacher then you will only attend (1) hour of training.**

The following documents are to be received in order for your application to be complete.

1. Reference forms (3), should be completed by applicant and distributed to “**most recent**” employer(s), supervisor(s) and other appropriate person(s) listed on your application that have knowledge of your work performance. One of your references can be a character reference. Relatives are not eligible to complete a reference form.
 2. Copy of your highest degree (**transcripts only**) of education.
 3. Criminal History Check form signed and notarized.
 4. Copy of your social security card and driver license.
- **Once all required documents are reviewed and approved. A registration notification for the training will be mailed to you. At that time, you be required to submit a money order for the finger print processing fee. The fee is \$40.00 money order and is non-refundable.**
 - Once your application has been approved for the substitute list, it is not necessary to re-apply each year. All documents that are received in the Substitute Procurement Management office are considered confidential information, not available for copy.
 - Please feel free to contact me if you have any questions concerning the instructions for completing the application. I will be glad to assist you in any way possible. Each applicant is encouraged to keep our department informed of changes. 770-254-5540. E-mail: kellyl.smith@cowetaschools.org