ANNISTON CITY SCHOOLS
Human Resources Department
Substitute Information Sheet

Please see information below on how to become a substitute with Anniston City Schools.

Background Clearance:
Click on this link: https://www.aps.gemalto.com/al/index_adeNew.htm and complete the required information. There is a fee of $50.25 for Alabama residents and $58.25 for out of state residents. The fee must be paid during this transaction. After you complete this step, please visit one of the locations below to have your fingerprinting completed.

Busby Printing & Mailing
840 Snow Street
Oxford, AL 36203
256-835-5679
Monday – Friday 11AM – 2PM
Please call for an appointment.

The UPS Store
1414 Golden Springs Road
Anniston, AL 36207
256-835-8884
Mon, Tues, Thurs & Fri 8:30AM – 6PM
Wednesday 8:30AM – 5:30PM
Saturday 9:30AM – 4:30PM

(You can check https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx for clear background checks)

Online Application:
Click on this link:
https://ats1.atenterprise.powerschool.com/ats/application/search/job_search_frame?APPLICANT_TYPE_ID=00000002&COMPANY_ID=00008500
Applicant Login/Create Account
Enter your information
My Application
Applicant Type
       Certified Substitute for Substitute Teachers
       Classified Substitute for Substitute Custodian, Clerical, Child Nutrition & Bus Driver/Maintenance
       Be sure to select District 6 under "Where do you want to work"

Once you have completed your application, please send an email to rasheedt@anniston.k12.al.us to schedule an appointment to bring the following documents to the Central Office.

- Driver's License/State Identification
- Social Security Card/Passport
- Copy of a voided check or letter from your bank, on their letterhead, to set up direct deposit

If you are applying to be a substitute teacher, you will also need a substitute license. Please pay for your license here: https://appengine.egov.com/apps/al/adoe/payments The cost is $30, plus an additional $4 processing fee.

If you have any additional questions, please contact Tieasha Rasheed, HR Coordinator @ 256-231-5000 ext. 1014

REVISED January 2023