



THOMAS COUNTY SCHOOLS SUBSTITUTE INFORMATION

Before an applicant is able to substitute with Thomas County Schools, he/she must fulfill the following:

Teaching Substitute

- Complete all portions of the substitute application packet
- Provide proof of education level (high school diploma, GED certificate, college transcripts)
- Complete required substitute training (provided by SW RESA)
- Complete a fingerprint background check
- Obtain approval of the Thomas County Board of Education

Those approved as teaching substitutes may also serve as clerical substitutes.

Nursing Substitutes

- Complete all portions of the substitute application packet
- Provide proof of education level (college transcripts or diploma)
- Complete a fingerprint background check
- Provide a copy of a current, valid nursing license (RN or LPN).
- Obtain approval of the Thomas County Board of Education

Nutrition Substitutes

- Complete all portions of the substitute application packet
- Provide proof of education level (high school diploma, GED certificate, college transcripts).
A high school diploma or GED are preferred but not required.
- Complete a fingerprint background check
- Obtain approval of the Thomas County Board of Education

Bus Driver Substitute

- Complete all portions of the substitute application packet
- Provide proof of education level (high school diploma, GED certificate, college transcripts).
A high school diploma or GED are preferred but not required.
- Complete a fingerprint background check and Motor Vehicle Record check.
- Provide proof of CDL license with an “S” and “P” endorsement
- Complete required training: 12 hours classroom instruction, 6 hours riding with a licensed driver, 6 hours driving with a licensed driver (all provided by Transportation Department).
- Obtain approval of the Thomas County Board of Education

Bus Monitor Substitute

- Complete all portions of the substitute application packet
- Provide proof of education level (high school diploma, GED certificate, college transcripts).
A high school diploma or GED are preferred but not required.
- Complete a fingerprint background check.
- Complete required bus and classroom training provided by Transportation Department.
- Obtain approval of the Thomas County Board of Education