

Jefferson City Schools

Substitute Teacher Application Process

Print the application packet, which includes the application, general information sheet, and reference forms. The completed application, general information sheet, and reference forms should be submitted to the Central Office.

Forms may be emailed to: miranda.storey@jeffcityschools.org

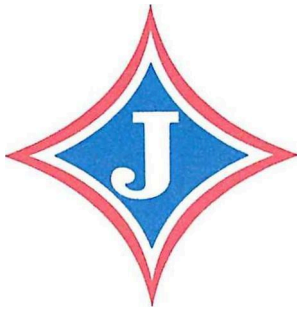
All applicants for a substitute position must complete a four (4) hour training session. Please contact Miranda Storey (miranda.storey@jeffcityschools.org) for further information on the steps needed to complete the training.

A background check is required prior to your name being submitted for board approval. The cost is \$47.00, payable by cash (correct change) or money order payable to Jefferson City Schools. Information and instructions regarding background checks will be emailed to you.

Items needed to be submitted to the Jefferson City Schools Central Office.

- ☐ **Completed Application and General Information Sheet**
- ☐ **Two Reference Forms**
- ☐ **Proof of Education (diploma or GED)**
- ☐ **College transcripts, valid teaching certificate, Paraprofessional Certificate**
- ☐ **Copy of Driver's License**
- ☐ **Copy of Social Security Card or Valid Passport**
- ☐ **Background Check Completed and Clear**

****When all of the above have been completed, your name will be submitted to the Board of Education for approval. The Board meets on the 2nd Thursday of each month. Requirements must be met no later than the Friday before the Board meeting for your name to be submitted for approval. Once approved, you will receive information via email regarding completing other paperwork on your YOSS onboarding platform.**



JEFFERSON CITY SCHOOLS
345 STOREY LANE
JEFFERSON, GA 30549
(706) 367-2880

APPLICATION FOR SUBSTITUTE TEACHING POSITION

Date _____

Last Name

First Name

Middle Name

Street Address

City

State

Zip Code

Phone Number

EDUCATION AND TRAINING-NAME OF SCHOOL/LOCATION/DATES/DEGREE/DIPLOMA

EMPLOYMENT HISTORY (Please use additional sheet if needed)

Do you hold a current Georgia Teaching Certificate? _____

If YES, provide the certificate type and area(s) _____

School preference: Circle one or more

Jefferson Elem

Jefferson Academy

Jefferson Middle

Jefferson High

Circle Grade Preference: PK 1 2 3 4 5 6 7 8 9 10 11 12

All

Please state your reason for seeking a substitute position with Jefferson City Schools.

Have you ever been convicted of a felony or misdemeanor other than a traffic offense? _____ If yes, please explain

REFERENCES (Include names, addresses, and telephone numbers)

Please read carefully before signing this application: I understand that I have reasonable assurance that my name can and will remain on the active approved substitute teacher list as long as I meet the substitute teacher requirements and demonstrate acceptable performance. Failure to be employed/selected as a substitute does not constitute grounds for unemployment insurance programs.

Signature

Date

The Jefferson City School System is an Equal Opportunity Employer. It is the policy of this System not to discriminate on the basis of race, color, sex*, physical handicap**, national origin, or age in its employment. *Title IX- 1972 Education Amendments
** 1973 Rehabilitation Act

**JEFFERSON CITY SCHOOL SYSTEM
EMPLOYEE GENERAL INFORMATION SHEET**

NAME _____

DATE OF BIRTH _____

SOCIAL SECURITY # _____

ADDRESS _____

PERSONAL EMAIL _____

HOME PHONE # _____

CELL PHONE # _____

MARITAL STATUS **Single** **Married**

CERTIFICATE _____ **YRS EXP** _____

POSITION _____

LOCATION **JES** **JA** **JMS** **JHS** **BOE**

START DATE _____ **HOURS PER DAY** _____

JEFFERSON CITY SCHOOLS
345 STOREY LANE
JEFFERSON, GA 30549
SUBSTITUTE TEACHER CONFIDENTIAL REFERENCE FORM

Dear _____
(Please print name of person providing reference)

_____ has applied for a job as a _____ and has given your name as a reference. Thank you for your assistance in completing this form. Your reply will be used in a confidential manner.

Please use the following scale in rating the applicant:
(1) Superior; (2) Above Average; (3) Average; (4) Below Average; (5) Not Observed

PERSONAL

Exhibits poise and self control	_____
Communicates effectively (language usage, clarity, etc.)	_____
Handles situations tactfully (common sense)	_____
Relates well to adults and children	_____
Ability to take constructive criticism	_____
Exhibits dependability; good attendance	_____

JOB EFFECTIVENESS

Ability to follow written directions (lesson plans)	_____
Ability to keep records	_____
Efficient use of time	_____
Ability to follow a schedule	_____
Reliable and prompt with task/assignments	_____
Maintains confidentiality of information	_____

What word or words would you use to best describe the applicant?

In what capacity have you had the opportunity to observe or work with the applicant?

Would you employ/re-employ this applicant? _____ Please use the reverse side for any further comments.

(Signature)

Current Position/Organization

Address _____

Telephone _____

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345 STOREY LANE
JEFFERSON, GA 30549
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