

JOIN OUR TEAM AS A SUBSTITUTE TEACHER!

Blount County Schools Onboarding Checklist

■■ Requirement: Applicants must be at least 21 years of age to apply.

1. Documents to Complete & Return

Please fill out these required packet forms and email them to **Linda Andrews** at lvandrews@blountboe.net:

- ☐ **Application Cover Page** – Official Blount County Schools form
- ☐ **A4 Form** – State Tax Withholding
- ☐ **W-4 Form** – Federal Tax Withholding
- ☐ **I-9 Form** – Verification of Employment
- ☐ **ACH Form** – Direct Deposit authorization
- ☐ **Drug-Free Workplace Form**
- ☐ **Security & Confidentiality Contract**
- ☐ **Technology Responsible Use Contract**
- ☐ **DHR Training Certificate** – Complete online and email a copy of your certificate once completed

2. Required Identification & Verification Copies

Provide clear copies of the following personal records along with your paperwork:

- ☐ **Driver's License** – Clear copies of both the front and back
- ☐ **Social Security Card** – Verification for payroll systems
- ☐ **Voided Check** – Required for direct deposit setup account validation
- ☐ **Official Transcript** – High school or college transcript *must be sent directly* from your institution to pghazelrig@blountboe.net

3. State Licensing & Background Check via AIM Portal

Your formal substitute license application must be finalized digitally online:

1. Visit the **Blount County Schools website** and navigate to the **Substitute Opportunities** page.
2. Follow the detailed online instructions to **create an AIM login** and safely navigate the state portal.
3. Register and complete your **required background check** through the AIM infrastructure.

Note: Application processing and official submission to the state will begin only after all required documentation is fully received and portal verification steps are complete.

4. Training & Board Approval Timeline

• **Mandatory In-Person Training:** Held twice a year in **July** and **December**. You will receive explicit scheduling updates regarding the exact date, time, and campus location closer to those months. Training sessions cover job acceptance procedures, operational expectations, and student safety protocols.

• **Board Approval:** Candidates who successfully fulfill all administrative requirements will be formally submitted to the Board of Education for final official approval in **August** and **January**.

Questions or Need Assistance? We are here to help!

Contact: Linda Andrews, Blount County Schools

Phone: (205) 775-1950 ext. 9924 | **Email:** lvandrews@blountboe.net

Physical Address: 415 5th Ave East, Oneonta, AL 35121
