

# Substitute Teachers

([2.09 S.B.R.](#))

## Notice to Applicants

### Tobacco-Free Hiring Policy

Effective October 1, 2011, the School District of Escambia County has implemented a tobacco-free hiring policy for all individuals seeking employment. **All applicants offered a position of employment will be required to complete the tobacco free agreement. Any applicant that has used tobacco products within six (6) months from the date of application and test positive for nicotine will not be eligible for employment.** For more information on this policy, see [School Board Rule 2.47](#), [Notice to Applicants & Tobacco-Free Agreement](#).

### Education Requirement

Effective December 18, 2009, the School District of Escambia County will only accept substitute teacher applicants with a bachelor's degree or higher from an accredited educational institution.

### FRS Members

Retirees from the Florida Retirement System with an effective date of retirement on or after July 1, 2010, must not work for any Florida Retirement System employer for six (6) months. If employed during months 7-12, retirees will have to suspend their monthly pension.

## Substitute Teacher Application Process & Requirements

All applicants must complete the following steps to be eligible and qualified to work in our School District:

### Step 1 – Certification Requirements

- Complete the Substitute Application ([Local Educator's Certificate Application](#))  
Substitute Teacher Applications are available in the Certification Office of the Escambia County School District located at the McDaniel Building, 75 North Pace Boulevard, Pensacola, FL 32505.
- Provide official college transcripts ([Transcript Request Form](#))
- Provide three (3) references ([Substitute Teacher Employment Reference Form](#))
- Receive the Fingerprint Approval Notification Email

### Step 2 – Human Resource Services New Hire Pre-employment Paperwork

- Complete new hire pre-employment paperwork as required by the Human Resource Services Department

### Step 3

- When Steps 1-2 are completed, the applicant will receive a Substitute Teacher Guide containing instructions for required OSHA online training, District policies required reading, and Aesop information and instructions for substitutes searching for job vacancies using our substitute teacher placement system (Aesop).

**A SUBSTITUTE'S AESOP RECORD WILL NOT BE ACTIVATED UNTIL ALL REQUIREMENTS HAVE BEEN MET.**

## Substitute Teacher Fees

Local Educator's Certificates – **The Local Educator's Certificate fee is \$56.00.**

Local certificates are issued by the School Board and are valid for five (5) years.

Fingerprinting – **The fingerprinting fee is \$55.00 (NO cash or credit cards).**

Florida Statutes require all applicants to be fingerprinted and screened prior to employment with the School District. All applicants are fingerprinted by the Security Credentialing Office at the J.E. Hall Center, 30 east Texar Drive, Pensacola, FL 32303. To schedule an appointment for fingerprinting services applicants should contact the Security Credentialing Office at (850) 439-2641 or (850) 430-7450. **Payment is required at the time of service.** Check and Money Order are acceptable forms of payment. Applicants will be notified by telephone or email as to fingerprint clearance results. **Applicants are not allowed on any school campus until fingerprint clearance has been approved.**

Official Transcripts – **Applicants need to contact the Registrar’s Office of the college or university for information regarding fees associated with transcript requests.**

Only official transcripts will be accepted.

### Substitute Teacher Pay

Substitute teacher pay is direct deposit only at \$68 per day for seven and one-half (7.5) hours of work.

All long-term substitute teacher applications and school appointment requests must be approved by the Director of Human Resource Services. Certified and NCLB compliant substitute teachers in an approved long-term substitute position exceeding twenty (20) consecutive school days in the same assignment or like assignment without a break in time will receive long-term substitute teacher pay at \$136 per day.

### Contact Us

#### **Certification**

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Bonnie Staples  
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(850) 469-6251

**Security Credentialing Office**  
*(Fingerprinting Appointments only)*  
(850) 439-2641 or (850) 430-7450

### Helpful Resources

[School Board Rule 2.09 – Substitute Teachers](#)

[Local Certificate Information Checklist](#)

[Local Educator’s Certificate Application](#)

[Substitute Teacher Employment Reference Form](#)

[Transcript Request Form](#)

[Tobacco-Free Notice to Applicants & Agreement](#)

[School Board Rule 2.47 – Tobacco-Free Hiring Policy](#)