

Atlanta Public Schools

GENERAL INFORMATION:

Atlanta Public Schools have many opportunities for substitute teaching for all grade levels in the school system. Substitute teachers at Atlanta Public Schools are employed on an on-call and as needed basis. Substitute applications are accepted on an ongoing basis throughout the year.

HOW TO APPLY:

1. Complete the Online Substitute Training Course, which costs \$39.95 per person, and can be purchased online with a Visa or MasterCard. The training may only be taken over the Internet and includes 8-12 hours of interactive SubOrientation and SubSkills training. You may take each section of the SubAssessment at most four times to obtain an average passing score of at least 80%. You **MUST** complete the course with a average passing score of at least 80%. When filling out your application you will be required to upload the SubDiploma to your Atlanta Public Schools application.

- a. **Note:** If you have a valid current teaching certificate you do not have to take the course, but you **MUST** upload a copy of your teaching certificate to your Atlanta Public School Application.

To complete the training log on to <http://stedi.org/subs> and register - make sure to select Atlanta Public Schools as your district. The online training course covers classroom management, teaching strategies, planning, and other instructional skills and procedures.

Substitute applicants are required to complete the SubOrientation and SubSkills and pass the SubAssments (as mentioned above with an average passing score of at least 80%).

Print and save a copy of your SubDiploma for your records and to later upload to your online application.

After successfully completing the online training course, applicants are ready to complete the Atlanta Public Schools application.

2. Complete an application online by accessing:
<https://www.atlantapublicschools.us/Page/11805>
 - a. Create a user account
 - b. On the next screen click "My Application" on the black bar on the top left of the page it should bring you to the full application where you will fill out the rest of your personal information.
 - c. On your application under references provide the contact information for three professional references (someone who can give you a good recommendations to the job). It is required that one of your three references is from your most recent supervisor.
 - d. On your application under "Attachments" you will upload your:
 1. Resume
 2. Copy of teaching certificate/license (if you have it)
 3. Copies of your transcripts showing completion of a bachelor's degree, associate's degree or high school diploma

If you completed your education outside of the U.S. you will have to get your transcripts and/or diploma validate through one of the following agencies. <link>

- o Evaluation Summary Report
- o Test scores

3. Once you have completed your application you can review the application by clicking on the "Printable Application" then click on the different applications headings on the menu on the left of the screen to make any changes.

4. Under "Apply for the Job" once you have reviewed your application click "next," then click on the blue "View/Apply" button to apply to the "Substitute Orientation" posting which will bring you to a page with the complete job posting.

5. On the top of left of the posting click the blue button that says "Apply for this job" and then click submit.

6. Once your application has been received, you will receive updates about the status of your application via the email you provided.

ORIENTATION

Once your application has been completed and reviewed you will be contacted about attending substitute orientation and onboarding. Orientation covers Atlanta Public Schools processes and procedures.

COMPENSATION:

For substitute teachers Atlanta Public Schools' pay varies by education level:

- Substitute teachers with a bachelor's degree are paid a rate of \$90/day.
- Substitute teachers with a high school diploma or associate's degree are paid at a rate of \$82.05/day

CONTACT INFORMATION:

Atlanta Public Schools Talent Acquisition and Recruitment Services:

Email: substituteservices@atlanta.k12.ga.us

recruitmentservices@atlanta.k12.ga.us (For application help)

Phone: 404-802-2300