

Cobb County School District

GENERAL INFORMATION:

Cobb County School District (CCSD) has many opportunities for substitute teaching for all grade levels in the school system. Cobb County School District teachers are employed on an as needed basis and are not eligible for benefits.

HOW TO APPLY:

Complete an application online by accessing:

<http://www.cobbk12.org/centraloffice/hr/employment/substitute.aspx>

1. Click the red link that reads, "Apply Online" which will take you to the job description page where you will click on the box on the top right that says, "Apply for this Position."
2. You will be brought to a new page and asked to create an account to create your application. Then begin the application. Fill out the personal, professional, background, education, substitute certification information, and employment history (if you have a gap in employment because you were staying at home with your children, you can list that).
3. Add three references (you must provide the contact information of a current or most recent or supervisor that CCSD can contact to give you a recommendation to the job.) under the reference tab. You cannot proceed until you have filled out the information for three references and select them. Make sure the people you choose for references can give you a positive recommendation for the job.
4. Under "Letter of Interest" copy and paste your letter of interest or cover letter for the position.
5. Under "Attachments," upload your resume.
6. Next, review your application and then submit it. Once all references are received, applications are eligible for review. If selected, the applicant will receive an invitation by email to attend an orientation.

ORIENTATION

All selected applicants are required to attend an orientation. There you will fill out employment paperwork. Make sure to bring your identification and proof of education. After attending orientation selected applicants must register to be fingerprinted at a Cogent Location, which will be provided in the employment paperwork. The fee for fingerprinting is \$48.25, which is subject to change. Money order only, made payable to Cogent Systems. This fee is the responsibility of the applicant and is non-refundable.

COMPENSATION:

For substitute teachers Cobb County School District pays substitute teacher at a rate of \$10/hour.

CONTACT INFORMATION:

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**Latin American
Association**

This guide was last updated April 2018. If any of the above information changed or is incorrect, please contact us & let us know by email employmentservices@thelaa.org