Fulton County Schools

GENERAL INFORMATION:
Fulton County Schools have opportunities for substitute teaching for all grade levels in the school system. Substitute teachers perform duties of a teacher to provide a continuous learning environment while the regular teacher is absent. Substitute teachers are employed on an as needed, on-call, day-to-day basis and are not guaranteed work on a regular basis. There are no benefits associated with substitute teaching. Fulton County Schools does not hire year round but hires substitute teachers June through February. However you can take the Online Substitute Training Course year-round. Note: All applicants are required to have a telephone with a local area code - 404, 470, 678, or 770.

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 an average passing score of at least 80%. When filling out your application you will be required to upload the SubDiploma to your Fulton County School 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 Fulton County School Application.
2. To complete the training log on to http://stedi.org/subs and register - make sure to select Fulton County Schools as your district. The online training course covers classroom management, teaching strategies, planning, and other instructional skills and procedures.
3. 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%).
4. Print and save a copy of your SubDiploma for your records and to later upload to your online application.
5. After successfully completing the online training course, applicants are ready to complete the Fulton County School application.
6. Complete the application that can be accessed at the bottom of the web page: http://www.fultonschools.org/en/divisions/hr/Pages/How_To_Become_A_Substitute.aspx
7. Click the uppercase “APPLY NOW” link on the page. This link will bring you to the application website.
8. On the application site under the vacancies bar on the left you will click on the link “Substitute - Teachers.” Which will bring you to the current openings. Then you will click the red “Apply Now” box on the right side of the posting. That will bring you to the application screen, click “Start” to begin the application and fill out all of the information that the application asks.
9. In the application you will be required to upload:
   a. Resume
   b. High School and/or College Transcripts(s) [must be official copy that reflects credit hours completed and grade point average (GPA).]
      1. If you completed your education outside of the U.S. you will have to get your diploma or transcripts validated through one of the following agencies <link>.
   c. SubDiploma from the Online Substitute Training Course
10. Finish the remaining sections of your application and review your complete application making sure that you have filled out everything and uploaded all necessary documents.
ORIENTATION
Once your application has been reviewed and approved, you will receive an email inviting you to Fulton County Schools’ substitute orientation and onboarding session. The email should also include a timeline about what you must complete before attending the on-boarding session. This includes information on background check and fingerprinting (required payment of $44.25, amount subject to change); which is done at a Cogent location, as well as other paperwork (personal data form, tax forms W-2, I-9 etc.). Once all pre-employment paperwork is completed you will go to the on-boarding session:

- Substitute Policies, Procedures and Practices;
- How to access and use “CASE” (the computer system used by substitute teachers to accept jobs);
- Employment Paperwork;
- Taking a photo for your identification badge

Once you have successfully completed orientation and onboarding session, your paperwork will be processed and you will be able to begin working as a substitute teacher at Fulton County Schools in approximately two weeks.

COMPENSATION:
For substitute teachers Fulton County Schools pays $100/day
For long-term (usually substituting for more than 10 days in the same classroom) substitute teacher $120/day

CONTACT INFORMATION:
Fulton County Schools
Substitute Substitute Services
Phone: (470)-254-4583
Email: substituteservice@fultonschools.org