

The LAA is creating a collection of online resources guides for Latino immigrants providing important information on how to become a skilled, licensed professional in the State of Georgia.

The goal of this project is to promote self-sufficiency in the Latino community and to allow skilled Latino immigrants to translate their education, skills, and talents to meet Georgia's licensing requirements.

VOCATIONAL/PROFESSIONAL LICENSING GUIDES LINK LIST

SUBSTITUTE TEACHER <link>

COSMETOLOGY<link>

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SUBSTITUTE TEACHER

WHAT IS A SUBSTITUTE TEACHER?

Sometimes during the school year, a classroom teacher may be absent from school for various reasons (illness, maternity leave, personal leave, etc.). In this case, the school system calls in a substitute teacher to take the regular classroom teacher's place. Substitute teachers can also be called in to cover a class for a teaching position that has yet to be filled while they search for a classroom teacher to fill that position.

School systems keep a "substitute list" of approved substitute teachers that the school can call upon to serve in the classroom in case of a regular classroom teacher absence.

REQUIREMENTS

The requirements for substitute teachers vary by each school system, however at minimum the State of Georgia requires that each substitute teacher have:

- a high school diploma or GED equivalent
- have participated in at least four (4) hours of initial substitute teachers training provided by the employing Georgia school system. Those already holding their valid or expired Georgia professional teaching or paraprofessional certificate are exempt from the training equipment.

APPLICATION PROCESSES

Applications vary by school system. Like applications for most jobs substitute teaching applications require:

- basic personal information
- Resume
- cover letter
- references (usually a recommendation from a former employer),
- a record of your past education
 - minimum high school diploma
 - college or university diploma

- and/or official transcripts including grade point average
- proof of training of substitute training

Listed below are the requirements for each school system:

- ATLANTA PUBLIC SCHOOLS
- COBB COUNTY
- FULTON COUNTY
- GWINNETT COUNTY

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:

- Register at <http://stedi.org/subs>
- Make sure to select Atlanta Public Schools as your district.
- The course 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%.
- The online training course covers classroom management, teaching strategies, planning, and other instructional skills and procedures
- When filling out your application you will be required to upload the SubDiploma to your Atlanta Public Schools application.

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.

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. 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.

https://ats4.searchsoft.net/ats/app_login?COMPANY_ID=MA000623

b. Create an account

c. Fill out the application with all of your personal information (contact information, education, professional experience).

d. On your application, under references, provide the contact information for three professional references (someone who can give you a good recommendation to the job). It is required that one of your three references is from your most recent supervisor.

e. 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

Note: 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 agencies at the end of this document.

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
- Application Assistance: recruitmentservices@atlanta.k12.ga.us
- Phone: 404-802-2300

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.
2. Click on the box on the top right that says, "Apply for this Position".
3. You will be brought to a new page and asked to create an account to create your application.
4. 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).
 - 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.
5. Under "Letter of Interest" copy and paste your letter of interest or cover letter for the position.
6. Under "Attachments," upload your resume.

7. 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. Must be 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:

Teresa Langston

Absence Management Representative

Phone: (770) 426-3419

Email: Teresa.Langston@cobbk12.org

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

- Register at <http://stedi.org/subs>
- Make sure to select Fulton County Schools as your district
- The course 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%.
- The online training course covers classroom management, teaching strategies, planning, and other instructional skills and procedures.
- When filling out your application you will be required to upload the SubDiploma to your Fulton County School application.

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. 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

Click the uppercase “APPLY NOW” link on the page. This link will bring you to the application website.

3. On the application site under the vacancies bar, on the left, you will click on the link “Substitute - Teachers”.

<https://www.applitrack.com/fultonschools/onlineapp/default.aspx>

4. Click on the position you would like to apply for, then you will click the red “Apply Now” box on the right side of the posting.

5. 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.

6. In the application you will be required to upload:

- Resume
- High School and/or College Transcripts(s) [must be official copy that reflects credit hours completed and grade point average (GPA).]

- 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**

<http://www.fultonschools.org/en/divisions/hr/Documents/Substitute%20Services/Online%20Training/2014-15%20PSC%20CREDENTIAL%20AGENCY.pdf>

- SubDiploma from the Online Substitute Training Course

7. 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

This guide was last updated February 2019. If any of the above information changed or is incorrect, please contact us & let us know.

Email: substituteservice@fultonschools.org

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Gwinnett County Public School System Substitute Teacher

GENERAL INFORMATION:

Gwinnett County Public Schools have many opportunities for substitute teaching for all grade levels in the school system. Gwinnett County Public School Substitute teachers are employed on an as needed basis and are not eligible for benefits.

HOW TO APPLY:

Complete an application online by accessing www.GCPSjobs.org

1. Click on *Careers > Substitute*
2. Click on “*Apply Now!*” red button
3. Click on the “Apply” for the position you wish to apply for.
4. This will redirect you to a new page where you can register. Click the “Start” button to begin you application and complete all the required areas.
5. Upload a copy of your college diploma or transcripts showing completion of up to 60 semester hours or 90 credit hours (the usual amount of hours it takes to complete an associate degree), however you do not have to have completed an associate degree to substitute teacher. You can be in the process of getting either an associate or bachelor’s degrees to substitute teach, as long as you have completed the above required number of hours.
 - If you completed your education outside of the U.S. you will have to get your diploma or transcripts validated through one of the agencies listed at the end of this document.

6. Complete the remaining sections of your application and review your application completely ensuring that you have completed everything and loaded all the necessary document
7. Provide a current or most recent reference. (In your application you must provide the contact information of a former manager or supervisor that GCPS can contact to give you a recommendation to the job.)
8. Submit your application.
9. In step 18 of the application, it provides instructions on how to log on to the free substitute teacher training of the online application. You must complete the training with a score of at least 75%.
10. After completing the online training program, upload a copy of the “Certificate of Completion” to the “Application Materials” section of your employment application.

ORIENTATION

Once your application has been completed and reviewed, you will be contacted about attending substitute orientation. At orientation you will fill out onboarding paperwork, background check and fingerprinting which is all done at orientation and free of charge. If you background check and other paperwork comes back as “clean” you will be able to start work.

COMPENSATION:

- For substitute teachers Gwinnett County Public Schools pays \$89/day
- For extended substitute teacher (more than 10 days in the same classroom) \$99/day

CONTACT INFORMATION:

Gwinnett County Public Schools

Substitute Management Office

Phone: (678) 301-6322

To check application status:

Applicants (A - M): 678-301-6197

Applicants (N - Z): 678-301-6140

Email: substitutes@gwinnett.k12.ga.us

If you completed your education outside the United States, you can validate your credentials at the following agencies:

**GEORGIA PROFESSIONAL STANDARDS COMMISSION
Accepted Credential Agency List**

- Josef Silny & Associates, Inc.
7101 SW 102nd Avenue
Miami, FL 33173
Email: info@jsilny.com
Web: <http://www.jsilny.com>
Telephone: 305-273-1616
- International Education Evaluations, Inc.
7900 Matthews-Mint Hill Rd.
Suite 300 Charlotte, NC 28227
Email: admin@foreigntranscripts.com
Web: <http://foreigntranscripts.com>
Telephone: 704-772-0109
Fax: 704-545-2484
- Educational Perspectives

This guide was last updated February 2019. If any of the above information changed or is incorrect, please contact us & let us know.

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- SpanTran
2655 S Le Jeune Rd # 602,
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Web: <https://www.spantran.com/>
Telephone: (305) 749-0333