

Substitute Teachers

(School Board Rule [2.09](#))

[Substitute Teacher Employment Packet](#): Please print this packet, complete and return all paperwork to the Certification Office in the Department of Human Resource Services.

All substitute teachers are required to work nine (9) times in a school year (average of once a month) to remain active on the substitute teacher list.

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 substitute applicants offered a position of employment will be required to complete the tobacco/nicotine-free notice. 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](#) and [Notice to Applicants/Tobacco-Free Notice](#).

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

See School Board Rule [2.09](#) for substitute teaching 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 at least 1 reference ([Substitute Teacher Employment Reference Form](#))
- Receive the Fingerprint Approval Notification

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

- **\$125/day*** Long Term Substitute
- **\$60/day*** Conditional Substitute (see School Board Rule [2.09\(2\)\(G\)](#) for conditional substitute requirements)
- **\$70/day*** Associate’s Degree or 60+ Credit Hours
- **\$80/day*** Bachelor’s Degree

**Amounts are per day for seven and one-half (7.5) hours of work.*

All long-term substitute teacher pay begins on the first day of each long-term assignment.

Contact Us

Certification

Linda Cooper
lcooper2@escambia.k12.fl.us
(850) 469-6252

Bonnie Staples
bstaples2@escambia.k12.fl.us
(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](#)