

GENERAL QUALIFICATIONS FOR BEING A SUBSTITUTE TEACHER

- Must complete an online application through the PATS (Paperless Applicant Tracking System).
- As a Substitute Teacher applicant, you must have a 4 yrs college conferred degree (major or minor) from an accredited institution of higher learning.
- Must be fingerprinted through the St. Johns County District.
- Must successfully complete a one (1) day Sub Training.
- One day Job Shadowing. If you do not have at least one year experience teaching in St. Johns County you must complete a one (1) day Job Shadowing with a current substitute teacher from our cadre list. (Note: You will not be paid for this training.)
- Be available to accept jobs upon completion of training and job shadowing requirements.
- Work a minimum of one (2) days the first semester and (8) days the last semester of the school year.
- Be physically able to perform the duties and responsibilities of a substitute teacher.

SPECIFIC QUALIFICATIONS FOR BEING A SUBSTITUTE TEACHER

The school district currently has two (2) levels of substitute teachers. Please Note substitute levels for each. All levels Based on a 7.5 work day.

- **Must have Bachelors, Masters or higher degree.**
Rate of pay \$90.00 a day = \$12.00 per hour.
- **Substitute Teacher engaged for long-term substitute jobs (12 weeks or more) will receive \$150.00 daily rate of pay. These substitute teachers MUST hold a teacher Certification.**

*** Substitute Teachers are paid once a month and payroll checks are mailed out on the 15th of each month. If the 15th falls on a weekend or holiday, checks are mailed the Friday before the holiday or weekend occurs.*