

A **Substitute Teacher** is an individual selected from the list of authorized substitute teachers to serve in lieu of an absent teacher, or to teach a class that does not have an assigned teacher.

When to apply? During the month of June. **Please note** that the Substitute Application was not opened for new candidates to apply for the 2011-2012 school year.

Qualifications needed to become a substitute teacher:

- Possession of Georgia teacher certification (expired or unexpired).
- An interview and recommendation from an Atlanta Public Schools Principal (Atlanta Public Schools retirees are exempt from the interview/recommendation requirement).
- College graduates who were student teachers in Atlanta Public Schools during the 2010-2011 school year. Transcripts from the supervising college/university and a recommendation from the Supervising Principal are required.

In addition, you can be added to the Roster based upon a recommendation by an Atlanta Public Schools principal.

There are two classifications of Substitute Teachers: **Day-By-Day Substitute** and **Certified Substitute**.

Day-By-Day Substitute: an individual whose Georgia certificate has expired, or a currently active Substitute Teacher who was "grandfathered-in" when the application requirement was raised to Georgia teacher certification. For the 2011-2012 school year, the rate of pay is \$82.00 per day. The maximum number of consecutive days one can serve in the same assignment is 19 days. The rate of pay does not change.

If the substitute teacher is in a multiple-day assignment and does not possess a valid in-field Georgia teaching certificate, the service of the substitute teacher must be permanently discontinued in that position at the end of the 19th day.

Certified Substitute: an individual who serves in lieu of an absent teacher or fills a classroom vacancy and possesses a valid in-field Georgia teaching certificate. For the 2011-2012 school year, the rate of pay per day is \$100.00, effective July 8, 2011. **A copy of the valid Georgia certificate must be on file in the Human Resources Division in order to receive pay as a certified substitute.** An in-field certified assignment may continue until the vacancy has been officially filled by Human Resource Services. The rate of pay does not change. However, once the certificate expires, and is not renewed before the next school term, the pay and restrictions will change to a Day-By-Day Substitute.

The Atlanta Public Schools will pay substitutes with a valid Georgia teaching certificate at the certified daily rate. The Atlanta Public Schools will not request certification or renewal on your behalf, whether provisional or clear renewal.

Please Note: Any classroom assignment occupied by a substitute teacher without a valid in-field Georgia teaching certificate as defined by GA Professional Standards Commission will officially expire on the 20th day of continuous service (without a break).

[SubFinder \(Login\)](#) [SubFinder FAQ](#) [Substitute Teacher FAQ](#)

[Back To Top](#)

New Applicants

[Benefits](#)

[Job Classifications](#)

[Vacancies](#)

[How to Become a Substitute Teacher](#)

[Certification FAQ](#)

[Teach for America](#)

[Salaries](#)

[Employee Incentives](#)

[Relocation to Atlanta](#)

[New Employee Orientation](#)