



To Serve Every Student with Excellence as the Standard



WP-Substitute Teacher Information



Thank you for your interest in becoming a Substitute Teacher with Brevard Public Schools!

Substitutes for BPS are on an on-call basis with no guaranteed days or hours. Substituting is not considered 'regular' employment and is not meant to replace 'regular' employment. There are no benefits associated with substituting.

The following information is being provided to assist you in completing the requirements to become a substitute teacher for Brevard Public Schools.

SUBSTITUTE EMPLOYMENT MINIMUM QUALIFICATIONS:

1. Must be at least 21 years of age.
2. Present a valid Social Security and FL Driver's License.
3. Be physically able to perform the duties of a substitute teacher.
4. Minimum Education Requirement - High School Diploma or equivalent.
5. Complete all required employment paperwork - *all steps and requirements can be found below.*
6. Pass required pre-employment screenings (Drug Screening & Security Clearance).

It is preferred that you have the following qualifications:

1. Internet access.
2. Adequate and reliable transportation.
3. Availability to work Monday through Friday in all grade levels and subjects.

NOTE: If you have ever been **PERMANENTLY EXCLUDED** as a substitute teacher by Brevard Public Schools, **YOU MAY NOT REAPPLY - NO EXCEPTIONS.**

If you have concerns regarding your acceptance as a BPS Substitute, please contact 633-1000 x205 **BEFORE** you begin the process.

Substitute Teacher Pay Rates

Important Information for FLORIDA RETIREES ONLY

Retirements include members retiring after participating in DROP.
 Retirements with an effective date on or after 07/01/2010 may not be reemployed for 6 calendar months.
 Reemployed retirees will have a reemployment limitation period for the following 6 calendar months (months 7 -12) where they will have to suspend their pension benefits – There are no reemployment exceptions.

Brevard Public schools will not rehire a Florida State Retiree for 1 year from the date of their first distribution.

To determine your rehire eligibility, please complete this form - [Retirement Form](#)

Please print the form, **write your phone number on the form**, sign it and fax to 321-633-3525 Attn: Substitute Department.

We will contact you with your eligible substitute date.

PLEASE CHOOSE THE CORRECT PATHWAY BELOW TO BECOME A BPS SUBSTITUTE	
Please note the days and time for fingerprinting is Monday through Thursday only 8 am to 4 pm.	
Security cannot fingerprint on Fridays.	
<u>PATHWAY 1</u>	<u>Substitute Applicants who are TRAINED teachers</u>
<u>PATHWAY 2</u>	<u>Substitute Applicants who are NOT TRAINED teachers</u>
<u>PATHWAY 3</u>	<u>FOR BPS EMPLOYEES ONLY</u> <u>Non-Renewed teachers for 15-16 / Short-Term Teachers and IA's who are finishing a Short Term Contract / Temporary Assignment for the current school year only</u>



Brevard Public Schools
2700 Judge Fran Jamieson Way
Viera, FL 32940
321-633-1000 ext. 500
Ethics Hotline: 321-633-1000 ext. 170
District Lobby Hrs: 7:15 a.m. - 4:30 p.m.

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