

**DeKalb County School District Division of Human Resources**

**SUPPLY EMPLOYEES (999)**

**Address: 1701 Mountain Industrial Boulevard, Stone Mountain, GA 30083**

**Phone: Dr. Tova Davis Interviewees will be contacted**

Posting #	1217-2015	Status	Open Until Filled
Posted	06/10/2015	Last Change Date	06/11/2015
Expires	Until Filled		
SUPPLY EMPLOYEES Comments	<p>The DeKalb County School District is currently seeking highly motivated and enthusiastic individuals to work as substitute teachers in schools throughout the district for the 2015-2016 school year at a daily rate is \$85 per day.</p> <p><b>**This is a part-time position.**</b> Qualified candidates will be contacted as needed.</p>		
Position Title	Teacher, Substitute		
Location / Responsibility Centers Number	SUPPLY EMPLOYEES / 999		
Job Description	<p>The material contained herein is subject to change. All open positions offered by the DeKalb County School District are subject to specific job requirements. The DeKalb County School District is an equal opportunity employer, and all hiring decisions are subject to federal, state, and local employment laws and regulations.</p> <p>Title: Teacher Substitute (Non-Certified)</p> <p>As a substitute teacher, you will assume the duties and responsibilities of the regular classroom teacher, with a primary focus on maintenance of good classroom management and the presentation of a predetermined quality instructional plan.</p> <p>Selected candidates are required to complete a minimum of six (6) hours of non-paid initial substitute teacher training.</p> <p>Non-Certified substitute teachers are paid \$85.00 per day for an eight hour work day.</p> <p>EDUCATION AND/OR EXPERIENCE:  <ul style="list-style-type: none"> <li>• Bachelor's degree with a GPA of 2.5 or higher from Georgia Professional Standards Commission approved accredited college or university .</li> </ul> </p> <p>CERTIFICATES, LICENSES, PERMITS: None.</p> <p>INTERESTED APPLICANTS MUST COMPLETE THE FOLLOWING STEPS:                      (1) Select a job posting via the PATS website @ <a href="http://www.pats.dekalb.k12.ga.us">www.pats.dekalb.k12.ga.us</a>; (2) Complete an on-line application; and (3) Submit the required documents. Please check your "To Do List" for a list of requirements. Documents underlined in blue can be attached. All other documents must be submitted to Human Resources.</p> <p>If selected to become a teacher substitute, you will be contacted by the Division of Human Resources with instructions for employment.</p>		
Hourly Rate	\$0 to \$0		
Shift Time	Regular	Mo/Yr	12
		Days/Yr	
Position Number	999SUB300	Hrs/Day	8

## REQUIRED QUALIFICATIONS

The following information will be requested during the course of the online application. Failure to provide full information will disqualify your application from consideration.

Minimum
1. Citizenship
<ul style="list-style-type: none"><li>Are you a citizen of the United States?</li><li><b>OR</b> If you are not a citizen of the United States, do you have the necessary documents for you to remain and work in the United States?</li></ul>
2. DeKalb Employee eReference
<ul style="list-style-type: none"><li>One (1) reference is required from your immediate Principal/Supervisor and must be requested using our Electronic Reference Option. ACCEPTABLE REFERENCE must be listed in the Employment History of your application.</li></ul>
3. Education and Training Application Section
<ul style="list-style-type: none"><li>Education and Training</li></ul>
4. Education: Bachelor's degree with a 2.5 GPA
<ul style="list-style-type: none"><li>Do you hold a Bachelor's Degree or higher with a 2.5 GPA from a Professional Standards Commission approved accredited college or university?</li></ul>
5. Employment History Application Section
<ul style="list-style-type: none"><li>Employment History - Please complete one section at a time and "Save as Draft" until completed. If you have additional employers to add, go back to your employment section and continue.</li></ul>
6. General Information Application Section
<ul style="list-style-type: none"><li>General Information</li></ul>
7. Licenses and Certificates
<ul style="list-style-type: none"><li>Support Licenses and Certificates</li></ul>
8. References
<ul style="list-style-type: none"><li>References are required and must be requested using our Electronic Reference Option. References must be requested from your CURRENT and PREVIOUS SUPERVISORS. <b>ACCEPTABLE REFERENCES must be listed in the Employment History of your application.</b> Three (3) Professional work references are required for employment. PERSONAL REFERENCES ARE NOT ACCEPTED.</li></ul>
9. Security - Discharged
<ul style="list-style-type: none"><li>Have you resigned or been discharged from any position, including the Armed Forces, while under suspicion of having engaged in criminal, immoral, or unprofessional conduct, or are you now under investigation for any such charge or have you resigned in lieu of being discharged?</li></ul>
10. Security - Disciplinary Action
<ul style="list-style-type: none"><li>Have you ever had any disciplinary action taken against you by a previous employer, including written reprimand, suspension, demotion, non-renewal other than Reduction In Force, termination, or any other form of disciplinary action in any state or country?</li></ul>
11. Security - Educator's Certificate
<ul style="list-style-type: none"><li>Have you ever surrendered an educator or teaching certificate/credential/license/permit, or had one denied, revoked, or suspended, or is any investigation or adverse action now pending against you?</li></ul>
12. Security - Evaluations
<ul style="list-style-type: none"><li>Have you ever received an overall unsatisfactory, ineffective or needs development rating on an Annual Performance Evaluation? If yes, list the ratings and years on an attached explanation.</li></ul>
13. Security - Other Crime
<ul style="list-style-type: none"><li>Have you ever been convicted of any felony or misdemeanor or have you ever pled Nolo Contendere or are you now under investigation for any such offense, other than a minor traffic offense? For the purpose of this application, Driving Under the Influence (DUI)/Driving While Intoxicated (DWI) and Boating While Intoxicated (BWI) must be reported.</li></ul>
14. Security - Suspension
<ul style="list-style-type: none"><li>Have you ever been placed on disciplinary probation or have you been suspended from a college or university?</li></ul>
15. Substitute Preference Application Section
<ul style="list-style-type: none"><li>Substitute Preference</li></ul>
16. Teaching Certification Information Application Section
<ul style="list-style-type: none"><li>Certification Information</li></ul>
17. Teaching Experience Application Section
<ul style="list-style-type: none"><li>Teaching Experience</li></ul>
18. Vocational Training and Skills Application Section
<ul style="list-style-type: none"><li>Special Training and Skills</li></ul>

### SUPPLY EMPLOYEES's Preferred Qualifications

- Do you have substitute teaching experience and/or experience working in a classroom? If so, please provide details.
- How would you ensure that students are engaged and learning while in your classroom?

The DeKalb County School District does not discriminate on the basis of race, color, religion, sex, national origin, age, veteran status or disability in any of its employment practices, educational programs, services or activities. Individuals who desire accommodations on the basis of a disability should contact any Human Resources Administrator.