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### Substitutes

PROCEDURES	SUBFINDER	COMPENSATION
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### Mobile County Public Schools Substitute Procedures

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To obtain a Substitute Card, the applicant must complete requirements as outlined in the Application Packet below for the specific substitute position. The substitute process for all applicants includes obtaining ABI/FBI fingerprint clearance, completing a substitute application, passing a drug screen, providing a social security card and driver's license, providing a high school/college transcript from a regionally accredited high school/college or GED, and attending a training session.

Applicants applying to be **substitute teachers** must pass a writing exam. Applicants applying to be substitute **CNP Assistants** will bring a valid Food Handler Permit. Applicants applying to be substitute **media paraprofessionals** or **clerks** will bring proof of passing scores on the Basic Skills Test given by the Division of Human Resources. Interested individuals should contact the Human Resources office at 221-4500 to schedule for the next available substitute training session. Once all requirements are completed a Substitute Card will be mailed to the substitute.

Applicants applying to be substitute **bus drivers** or **bus aides** must complete an on-line application, pass a Department of Transportation (DOT) Medical Examination Fitness Report and Drug Screen, bring Driver's License, 3<sup>rd</sup> Party Form, CDL, Alabama School Bus Certificate, and official High School/College Transcript or GED. The name on the Driver's License must match the name on the Social Security Card. Also, applicants must attend a Substitute Bus Driver/Bus Aide Training Class. Interested individuals should contact the Human Resources office at 221-4500 for the next available substitute Bus Driver/Bus Aide Training Class. Once all requirements are completed a Substitute Card will issued to the substitute.

Download the Application Packet and follow the instructions carefully to begin the substitute process.  
[Application Packet - Substitute](#) - Substitute Teacher, CNP Assistant, Custodian, Media ParaProfessional or Clerk  
[Application Packet - Substitute](#) - Bus Aide or Bus Driver

If the substitute has not worked for a **one (1) year period he/she becomes inactive and must** submit a new profile form, update their payroll data and undergo a drug screen to reactivate in the SubFinder System. If a substitute has not worked for more than a **two (2) year period he/she must** also attend a SubFinder training class for the current school year. Inactive substitutes can not register for a SubFinder class until they have completed the other requirements set forth in this paragraph.

Individuals who hold an Alabama professional educator's certificate may register to become a certified substitute teacher by following the same process.

**CONTACT:**  
 1 Magnum Pass / P. O. Box 180069  
 Mobile, Alabama 36618  
 P: 251-221-4500 F: 251-221-6264

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