

Human Resources and Talent Services

Transform lives. Be the change. Join us.

Are you a current MNPS employee? Click [CURRENT EMPLOYEES](#) for information on policies, benefits, evaluations, and more.

TEACH
our children

LEAD
a new generation

SUPPORT
a better world

Become a Substitute Teacher



Substitute employees are an essential part of the learning process because they help to ensure valuable instruction time is not lost during a regular teacher's absence. By considering the role of a substitute employee with Metropolitan Nashville Public Schools, you are demonstrating that you invested in our youth and their development, you have a passion for educating our youth, and you are committed to helping us achieve excellence as one of the top-performing urban school districts in the country.

Application Process

The last day to submit completed substitute employment packets for the 16-17 school year is Monday, April 24, 2017.

Step 1: Complete an [online application](#) inclusive of professional references. All application materials may be uploaded online as part of the applicant's online application or it may be emailed to the substitute office to the attention of Susan Jordan at the address referenced below in step 6.

Step 2: Candidates applying as substitute teachers must submit official college transcripts to verify a minimum of 60 semester /90 quarter **hours** from an accredited college or university. Those applying for substitute support positions (parapro, clerical, etc.) must submit a HS diploma or GED scores.

Step 3: All candidates must complete and clear a background check. The preferred location is the Metro Board of Education located at **2601 Bransford Ave.** To register, please call 1-855-226-2937. Upon registering you will be required to give this ORI code, TN930050Z. The cost of fingerprinting is \$32.65 and is payable by cashier's check or money order at the time of your appointment or via credit card at the time of registration. All candidates must complete and return the consent form in order for their background check to be complete. **Special Note: Candidates who retired from MNPS during the 15-16 SY are exempt from completing the background check.**

Step 4: Please submit two (2) copies of your signed social security card for payroll purposes. Additionally, bring an original unexpired document from List A **ONLY** plus two photocopies of this document **OR** bring original unexpired documents from BOTH List B and List C plus two photocopies to the substitute office prior to being scheduled for orientation. Click on the link for a list of acceptable documents to bring, <http://www.uscis.gov/files/form/i-9.pdf>.

Step 5: Candidates applying as substitute teachers must successfully complete the online subskills training course with a composite score of 85%. If you

have a valid teacher's license, are applying for substitute support, or you have completed a practicum or student teaching in MNPS, you are exempt from the training. You may access the course at www.stedi.org. The cost is \$39.95. Upon successful completion applicants must submit the SubDiploma with their composite score to the substitute office. SubDiplomas may be uploaded to the application or emailed to the address listed below.

Step 6: After successfully completing steps 1-5 and submitting the completed application packet, your application will be processed and you will be contacted to attend the Substitute Orientation. Please allow a minimum of two weeks for your application to be processed and to be contacted regarding the orientation. You must complete ALL application steps prior to being contacted regarding orientation. If you have questions regarding the application process or orientation, please contact Susan Jordan at susan.jordan@mnps.org.

Compensation and Pay Schedules

Substitute employees are paid based upon educational level. Please see breakdown below:

- 60 credit hours (less than a bachelor's degree)** - \$90 per 7.5 hour day
- Bachelor's degree and higher** - \$100 per 7.5 hour day
- Valid teaching license** - \$115 per 7.5 hour day

Substitute teachers are eligible to receive an additional \$25 per day if they work every school day within a two-week pay period.

Support Substitutes

H.S. diploma/GED - \$85 per 7.5 hour day

Helpful Links

- [Substitute Handbook](#)
- [Substitute Payroll Calendar](#)
- [Substitute Direction Booklet](#)
- [Substitute Bonus Calendar](#)

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