

Select a School

- School District of Osceola County
- Adult Learning Center Osceola (ALCO)
- Bellalago Academy
- Boggy Creek Elementary
- Celebration High
- Celebration K-8
- Central Avenue Elementary
- Chestnut Elementary School for Science and Engineering
- Cypress Elementary
- Deerwood Elementary
- Denn John Middle
- Discovery Intermediate
- East Lake Elementary
- Flora Ridge Elementary
- Gateway High
- Harmony High

- Harmony K-8
- Hickory Tree Elementary
- Highlands Elementary
- Horizon Middle
- Kissimmee Elementary
- Kissimmee Middle
- Koa Elementary
- Lakeview Elementary
- Liberty High
- Michigan Avenue Elementary
- Mill Creek Elementary
- Narcoossee Elementary
- Narcoossee Middle
- Neptune Elementary
- Neptune Middle
- New Beginnings Education Center

- Osceola County School For The Arts
- Osceola High
- Osceola Virtual School
- Parkway Middle
- Partin Settlement Elementary
- PATHS at TECO
- Pleasant Hill Elementary
- Poinciana Academy of Fine Arts
- Poinciana High
- Reedy Creek Elementary
- St. Cloud Elementary
- St. Cloud High
- St. Cloud Middle
- Sunrise Elementary
- Technical Education Center Osceola (TECO)
- Thacker Ave. Elementary School for International Studies

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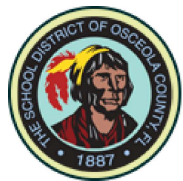
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- Zenith Accelerated Learning Academy
- Charter Schools

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- Arabic
- Haitian-Creole
- Portuguese
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- Urdu
- Chinese
- Russian

Admin



School District of OSCEOLA COUNTY FLORIDA



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STUDENTS



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COMMUNITY



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- [Leadership](#)
- [Schools](#)
- [Employment](#)
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Human Resources

799 Bill Beck Blvd. Kissimmee, FL 34744

Phone: 407-870-4800 / Fax: 407-870-4961

Tammy Cope-Otterson  
Chief Human Resources

[School District of Osceola County](#) » [Employment](#) » [How To Apply](#) » Substitute Teacher

## Substitute Teacher

## Notice Regarding Collection of Social Security Numbers

### Administrative Staff

### Instructional Staff

### Current Instructional Staff - Transfer Procedures

### Professional Support Staff

### Substitute Teacher

## THIS INFORMATION APPLIES ONLY TO APPLICANTS FOR SUBSTITUTE TEACHING POSITIONS

The following explains the requirements, general information and instructions in completing the substitute teacher application packet and how to become a Substitute Teacher for the School District of Osceola County.

The substitute teaching employment application is active for one year from the date it was submitted. The application must be updated and re-submitted annually to remain active.

### STEP ONE - COMPLETE THE ON-LINE PROFESSIONAL SUPPORT STAFF APPLICATION

This link will take you to our [online application system](#).

Prior to starting, gather the items and information below that you will need to complete your candidate profile:

1. High School and College(s) attended; degrees earned; major subjects and dates attended
2. Any certificates or licenses, with type, subject/endorsement area, and date of issuance and expiration
3. Work history, including school/company name, name of supervisor, phone number, email address, and dates of employment
4. Three professional references, including name, job title, school/company, phone number, and email address
5. Social Security Number

Please be aware:

1. If the applicant discloses any criminal history situations, the applicant will be required to submit the following documents:
  - Written explanation of the criminal disclosure
  - Court certified police arrest record
  - Court certified disposition of the case
2. If the applicant discloses any prior employment history situations (non-renewals, investigations, suspensions, revocations of licenses, etc.), the applicant will be required to submit the following documents:
  - Written explanation of the incident
  - Evaluation from the year you were non-renewed
  - Settlement agreement
  - Final order

Items pertaining to criminal history or employment history situations are to be mailed to:

Osceola District Schools  
Human Resources - Employee Relations  
Attn: Manny Rodriguez, Manager  
801 Bill Beck Boulevard  
Kissimmee, FL 34744-4434

### STEP TWO - PROVIDE REQUIRED DOCUMENTS TO HUMAN RESOURCES

The following items must be on file with the Human Resources Department before you will be considered:

1. Completed application
2. Three (3) work related references, either on the attached reference forms ([click here to download](#)) or on company letterhead. References should be professional in nature, reflecting work history or experience as a college student. References must be signed and dated within the last 12 months.
3. Copy of your high school diploma (**Human Resources staff must see the original and make the copy.**) OR transcripts from a college or university, sent directly to HR from the institution. A high school diploma is not required if you have an Associate's degree or higher. The mailing address is:

Osceola District Schools

Human Resources - Employment Services  
801 Bill Beck Boulevard  
Kissimmee, FL 34744-4434

Electronic transcripts may be emailed directly from the college/university to the address below. If an electronic transcript is sent to the District, a second transcript must be requested for the Florida Department of Education - Bureau of Educator Certification. Email electronic transcripts to: [employmenttranscripts@osceola.k12.fl.us](mailto:employmenttranscripts@osceola.k12.fl.us)

### **STEP THREE - APPLICATION REVIEW AND INTERVIEW**

Submit a letter or email of interest to:

Osceola District Schools  
Human Resources - Employment Services  
801 Bill Beck Boulevard  
Kissimmee, FL 34744-4434

Upon receipt of your completed application packet, your materials will be reviewed by Human Resources.

Applicants who have self-identified negative criminal or employment history will be asked to produce clarifying documentation to continue with the hiring process. The employment application will be placed under HR Review pending District clearance.

Phone reference calls will be completed.

Qualified applicants will be contacted for an interview.

### **STEP FOUR - FINAL PROCESS UPON HIRING**

Once offered a position, the applicant will be scheduled for orientation, fingerprinting, drug testing, and the substitute teaching workshop.

### **GENERAL INFORMATION**

Substitute teaching requires a minimum of a high school diploma.

Substitute teaching is a non-benefited position.

Substitute employment is considered "at will" employment.

Substitutes are paid twice a month and are paid for hours worked.

Employment as a substitute teacher may be for less than 7.5 hours per day.

The following rates are paid for substitute teachers only; other substitute positions are paid on a different pay scale.

- Substitutes with a High School Diploma - \$9.50 / hourly
- Substitutes with 60 college credits - \$10.00 / hourly
- Substitutes with a Bachelor's Degree or higher - \$11.20 / hourly
- Substitutes who are retired teachers (with proof of retirement) - \$12.00 / hourly

Any experience gained as a substitute teacher will not count towards experience for pay purposes if hired as a full-time regular employee.

If hired, you will be required to pay a total of \$162.00 for fingerprinting (\$52.75), drug testing (\$34.25) and a substitute teaching certificate (\$75.00). These services must be performed by a representative of the School District of Osceola County.

If hired, you will be required to present your original Social Security Card, Alien Registration Card - Work Permit (if applicable), and a valid driver's license or government issued picture ID. Documentation of a negative TB test or chest x-ray within the last 12 months.

### **IDENTIFICATION & NOTIFICATION OF EQUITY COORDINATORS**

As required by Rule 6A-18.910(1)(g), FAC: Title IX 106.81(1); Section 504:104.8(a); ADA:35.1007(a); and Age: 110.25(b) the following individuals are Equity Coordinators:

Equity Coordinator

Manny Rodriguez, Employee Relations Manager  
Human Resources - Administrative Services  
799 Bill Beck Boulevard  
Kissimmee, FL 34744-4434

ADA & Age Discrimination Coordinator  
Tammy Cope-Otterson  
Chief Human Resources Officer  
Human Resources - Administrative Services  
799 Bill Beck Boulevard  
Kissimmee, FL 34744-4434

[Go To Online Application](#)

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*Inspiring all learners to reach their highest potential as responsible, productive citizens.*

## SCHOOL DISTRICT OF OSCEOLA COUNTY

**407-870-4600**

*817 Bill Beck Boulevard, Kissimmee, FL 34744*



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