



## School District of Osceola County, FL

817 Bill Beck Blvd. Kissimmee, Florida 34744  
(407) 870-4600

Superintendent - Melba Luciano

Tuesday, March 15, 2016

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### 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.

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

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

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

- Completed application
- Three (3) work related references, either on the attached reference forms ([click here to download](#)) or on letterhead and dated within the last 12 months
- Copy of your high school diploma (**We must see the original and make the copy**) OR transcripts from a college or university, sent directly to us from the institution (A high school diploma is not required if you have an Associate's degree or higher)

#### STEP TWO - REGISTER FOR AND ATTEND A SUBSTITUTE TEACHING WORKSHOP

- Prior to your file being reviewed, you must register for and attend a Substitute Teaching Workshop
- To register for a workshop, stop by the Human Resources Lobby (801 Bill Beck Boulevard) or call 407-870-4800
- There is no charge to attend the Substitute Teaching Workshop
- Attendance does NOT guarantee an interview or hire

#### STEP THREE - APPLICATION REVIEW AND INTERVIEW

- Upon receipt of your completed application packet and completion of the Substitute Teaching Workshop, your materials will be reviewed by Human Resources
- If the District is interested in arranging an interview, you would be contacted at that time

#### 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
- Your employment as a substitute teacher could 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 Office  
799 Bill Beck Boulevard  
Kissimmee, FL 34744  
407-870-4800

##### ADA and Age Discrimination Coordinator

Tammy Cope-Otterson  
Chief Human Resources Officer  
799 Bill Beck Boulevard  
Kissimmee, FL 34744  
407-870-4093

[Go To Online Application](#)

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.