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Become a Substitute Teacher

The application for the position of substitute teacher is closed. The application for substitute teacher will be available on Friday, April 1, 2016 for one day only.

If you recently submitted an application to become a substitute teacher, please check your email for directions to complete the hiring process. Applicants who do not take action within one (1) month of submitting an application will no longer be considered for employment, and the application will be rejected.

Date Available	Job ID #	Status	Job Posting Title
Friday, April 1, 2016		Will Open 4/1/2016	TCH DAY TO DAY SUBSTITUTE

[External Applicants - Apply Now](#)

[Current Employees - Apply Now](#)

- A Substitute is a temporary employee who works on an as-needed basis.
- A Substitute is paid for hours worked and does not receive any benefits.
- Substitute must be able to demonstrate oral and written proficiency in the English language.
- Submitting an application and hiring process requirements does not guarantee employment. Hiring decisions will be made by the Department of Recruitment & Retention based on basic employment conditions, work history, and educational background.

Application & Hiring Process:

1. Submit an online application for the substitute teacher job posting when advertised. Click the link above to access the application.
2. Register and attend the **How to be a Better Substitute Workshop** if needed*. Submit Certificate of Completion.
 - Former substitute teachers, retired teachers, certified teachers, and those who are entering or have completed student teaching within the past five (5) years are exempt from this workshop. **Proof will be required.**

3. Submit the complete Applicant Security Check Form PBSD 1665.
4. Submit the Employment Reference Forms: A minimum of 3 references on the Employment Reference Form PBSD 0606 are required from all applicants.
 - References must reflect employment covering the last 5 years and must be completed by supervisors.
 - If you have limited or no previous work experience, personal references will be accepted.
 - If you are currently attending a college/university, references should be from professors and/or instructors.
 - References must be signed and dated by the applicant and the evaluator, and must include the applicant ID number.
 - Verification of Self Employment Form: To be completed only if you are currently, or have been, self-employed during the last 5 years.
 - Please submit the Employment Reference Form from clients that you have listed on the Verification of Self Employment Form
5. Official transcript(s) reflecting all semester hours of college credit.
 - College credit must be earned from a university/college accredited by one of the six regional accreditation associations in the U.S. Credit from foreign colleges may need to be evaluated.
 - Transcripts may be submitted in a **sealed envelope** or sent **electronically to transcripts@palmbeachschools.org**. Transcripts sent electronically must be sent by the college/university directly to the transcripts@palmbeachschools.org email address.
6. Complete the online New Employee Orientation (NEO) forms.
 - Click here for a sample online NEO Forms link that will be in your applicant account following a job offer. These forms are online and within your Applicant Account. You are not required to print the completed forms.

Submit all documentation listed above to:

Substitute Office, Department of Recruitment and Retention
3300 Forest Hill Blvd. Suite A-132, West Palm Beach, FL 33406

Once you have submitted the required documentation, the Substitute Office will schedule you for Substitute Orientation and advise you to pick up your Job Offer Letter from Recruitment and Retention, A-132. You will then be directed to School Police for fingerprinting and a Pre-Employment Medical Screening with an approved provider. It is advised that you have your Social Security Card and Driver's License with you when you pick up your Job Offer Letter.

Fingerprinting

Fingerprints are taken by School Police at: 3300 Forest Hill Blvd., West Palm Beach, FL 33406 / Click here for the fingerprint hours and fee.

The following documents are required for fingerprinting:

Original Social Security Card
Photo ID (Current Driver's License, Passport, etc.)
Job Offer Letter

Pre-Employment Medical Screening

Schedule a pre-employment drug test with one of the Board approved medical providers, at no cost to the applicant. You will be provided with a list of approved physicians by Recruitment and Retention when you pick up your Job Offer Letter.

Attend Substitute Orientation

Once you have completed ALL of the requirements listed above you are ready to attend Substitute Orientation. The date and time will be listed on your Job Offer letter. Please arrive on time.

Required Documents for Orientation:

1. Original Social Security Card
2. Photo ID (Current Driver's License, Passport, etc.)
3. Job Offer Letter (with both Fingerprint and Medical Stamps)
4. Current Resident Alien Card or Work Permit (if applicable)

Prior to attending Substitute Orientation, click on the following links to familiarize yourself with the location of our schools.

[Schools by City](#)

Substitute Pay

*Retired Teachers (from any state)	\$ 13.50 per hour (maximum pay)
BA/BS degree or higher	\$ 13.00 per hour
AA/AS degree or 60+ semester hours	\$ 11.25 per hour
30-59 semester hours	\$ 11.00 per hour
Glades supplement	\$ 3.00 per hour (additional pay)

*To receive maximum pay please bring proof of teacher retirement to Substitute Orientation.

Fulton-Holland Educational Services Center
3300 Forest Hill Boulevard West Palm Beach, FL 33406
Phone: +1 (561) 434 8000 +1 (866) 930 8402

NOTICE: Under Florida law, email addresses are public record. If you do not want your email addresses 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. To report waste, fraud, corruption, or abuse, please call the Inspector General Hotline: (855) 561-1010.