

(<http://www.palmbeachschools.org>)



The School District of Palm Beach County (<http://www.palmbeachschools.org>)

Recruitment (<https://www.palmbeachschools.org/jobs>)



Become a Substitute Teacher

The online application to become a substitute teacher will be available on Monday, January 9, 2017 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. If you did not receive an email, see below for the hiring process details. 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
January 9, 2017	170789	Opens 1/9/17	TCH DAY TO DAY SUBSTITUTE

External Applicants - Apply Now

(https://erp.palmbeach.k12.fl.us:8009/psc/HRPRDJ/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_PRE&Action=A&SiteId=1)

Application & Hiring Process:

2. Register and attend the **How to be a Better Substitute Workshop** (<https://www.palmbeachschools.org/jobs/wp-content/uploads/sites/10/2016/03/How-to-be-a-Better-Substitute.pdf>) 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 not required to take this workshop. **Proof will be required.**

3. Submit the complete Applicant Security Check Form **PBSD 1665** (<https://www.palmbeachschools.org/wp-content/uploads/sites/10/1665.pdf>).

4. Submit the Employment Reference Forms: A minimum of 3 references on the Employment Reference Form PBSD 0606 (<https://www.palmbeachschools.org/jobs/wp-content/uploads/sites/77/2016/03/0606.pdf>) 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 may be completed by professors.
- References must be signed and dated by the applicant and the evaluator, and must include the applicant ID number.
- Verification of Self Employment Form** (<https://www.palmbeachschools.org/jobs/wp-content/uploads/sites/77/2016/03/2485.pdf>): To be completed **only** if you are currently, or have been, self-employed during the last 5 years. Provide an Employment Reference Form (<https://www.palmbeachschools.org/jobs/wp-content/uploads/sites/77/2016/03/0606.pdf>) from each client listed on the Verification of Self Employment Form.

5. Official transcript(s) reflecting all semester hours of college credit.

- At least 30 college credit hours must be earned from a university/college that has been accredited by one of the six regional accreditation associations in the United States. Transcripts 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 (<https://www.palmbeachschools.org/jobs/wp-content/uploads/sites/77/2016/03/NEOFormsLinkExample.pdf>) 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. (<https://www.palmbeachschools.org/schoolpolice/>)

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 New Employee Orientation

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

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 (<https://www.palmbeachschools.org/jobs/wp-content/uploads/sites/77/2016/03/Schools-City-1.pdf>)

Substitute Pay (Effective January 1, 2017)

*Retired Teachers (from any state)	\$ 13.91 per hour (maximum pay)
BA/BS degree or higher	\$ 13.39 per hour
AA/AS degree or 60+ semester hours	\$ 11.59 per hour
30-59 semester hours	\$ 11.33 per hour
Glades supplement	\$ 3.00 per hour (additional pay)

Fulton-Holland Educational Services Center
 3300 Forest Hill Boulevard
 West Palm Beach, FL 33406

Phone: (561) 434-8000, (866) 930-8402

-  (<https://www.facebook.com/PBCSD/>)
-  (<https://twitter.com/pbcspd>)
-  (<http://districtnews/feed/>)
-  (<http://instagram.com/pbcspd/>)
-  (https://www.youtube.com/channel/UCIK9U-c6_PliykRg3PoZtPA)

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