

Substitute Staff Information



Substitutes:

Thank you for your interest in serving as a substitute in the St. Louis Public Schools. **We are not accepting applications for substitutes at this time.**

Requirements for a substitute teacher:

- 60 College credit hours from an accredited college. (**An original official college transcript must be submitted to the Human Resources Division.**)
- A report from Division of Family Service: Request for Child Abuse/Neglect form.

Requirements for a substitute nurse:

- **Bachelor of Science in Nursing**
- **Current Nursing License**

Requirements for a substitute clerk:

- **Some computer knowledge**
- **Flexibility**
- **High School Diploma**

All of the above must be submitted to the Human Resources Division before you will be considered for an interview. No interview will be conducted without all documents being received.

Before being appointed and assigned, applicants must attend a 2-hour orientation arranged by the Human Resources Division. No pay will be received for attendance at the orientation.

A FBI Fingerprint Background Check is also required. The fee is \$52.20. Information will be provided during orientation.

Substitute positions can be terminated at any time.

If you are an existing staff member requesting a sub or an existing substitute searching for an assignment click here to login: [Substitute Call-In System](#)

If you are an existing employee who needs to complete the Call in System Online Training click here to begin the training: [Substitute Call-In System Online Training](#)