



# Seminole County Public Schools

[HOME](#) | 
 [SCHOOLS](#) | 
 [PARENTS](#) | 
 [STUDENTS](#) | 
 [PUBLIC](#) | 
 [DEPARTMENTS](#) | 
 [SCHOOL BOARD](#)

- DEPARTMENT HOME
- PAYROLL SERVICES
- HOW DO I APPLY?
- JOB VACANCIES
- EMPLOYMENT
- DISTRICT STAFF HANDBOOK
- CERTIFICATION
- HR SERVICES CONTACT INFO
- SUBSTITUTE TEACHER INFO
- RETIREMENT



## *Substitute Teacher General Information*

### QUALIFICATIONS:

To qualify for substitute teaching, a person shall provide a High School Diploma and be at least eighteen (18) years of age for issuance of a Seminole County Substitute Certificate. If, after one year, you have not worked as a substitute, re-fingerprinting will be required.

**Effective July 1, 2010 digital finger printing fees with a five year retention period will increase to \$81.25. This fee is non-refundable!**

### CERTIFICATION:

Substitute teachers shall be eligible for or hold a valid Seminole County Substitute Certificate or a Florida Educator's Certificate and have it registered at the District office.

### SALARY:

A substitute teacher's salary shall be in accordance with the salary schedule adopted by the School Board, provided, however, a substitute teacher who:

- a. Remains in a position for more than ten (10) days and holds a Bachelor's or higher degree shall be paid beginning the eleventh day and thereafter at the daily rate for the verified degree level without credit for experience.
- b. Remains in a position for more than ten (10) days and does not hold or has not verified a Bachelor's or higher degree shall be paid at the constant daily rate.
- c. Is assigned in advance to a position for more than ten (10) days, shall be paid on the first day at the daily rate for the verified degree level without credit for experience.

### SALARY SCALE:

<i>Type of Certificate</i>	<i>Full Day Rate</i>	<i>One-Half Day Rate</i>
Florida/District Substitute Certificate	\$62.73	\$41.37
Florida/District Certificate Rank III/Bachelor's Degree	\$76.69	\$48.35
Florida/District Certificate Rank II/Master's Degree	\$81.80	\$50.90
Retired or On leave - Seminole County Public Schools Teachers	\$92.03	\$56.02

Substitutes in SED, TMH, PMH, Autistic Programs	\$92.03	\$56.02
---	---------	---------

\*Substitute teachers (short term) -- Teachers on extended personal leave without pay, not to include those on leave for medical reasons, who serve as "short term" substitute teachers (not more than 29 consecutive days) and teachers who substitute for their job sharing partner shall be paid at a rate of \$92.03 per day.

**EMPLOYMENT REQUIREMENTS:**

A substitute teacher shall possess or be eligible for a certificate prescribed in Subsection (2) herein to be employed for ten (10) or more consecutive days; provided, however, employment for thirty (30) or more consecutive days shall require the substitute teacher to hold a valid Florida Educator's Certificate or Bachelor's or higher degree with a major in the area of the teaching assignment or be ELIGIBLE (application on file at the Department of Education) for a State issued teaching certificate.

**RENEWAL REQUIREMENTS:**

A substitute teacher may renew a Seminole County Substitute Certificate by allowing an inquiry into his/her criminal history and maintaining a valid SCPS Substitute Teacher Certificate or a valid Florida Educator's Certificate.

**CLASSIFICATIONS:**

Sub Type	Salary	Benefits	Certification Required
Substitute teacher employed daily, cannot exceed thirty (30) continuous work days	Based on Rank	None (only Medicare)	Substitute Certificate, Temporary Certificate, or Professional Certificate
Long-Term Substitute Teacher, employed for a period of time greater than thirty (30) days, but less than 6 months/99 days	Based on Rank of Certificate	None (only Medicare)	Substitute Certificate, Temporary Certificate, or Professional Certificate and prior teaching experience (Bachelor's or higher degree major in area assigned to teach)
As-Needed Teacher, employed for six months/99 days or greater	Based on T-Base Negotiated Contract	Full Benefits	Temporary Certificate, or Professional Certificate

To apply to become a substitute, [click here](#) for **Careers page**. Follow directions and apply to the continuous job opening for a Substitute Teacher. You will be notified via email of your current status and next steps to complete.

## Human Resources

Boyd E. Karns Jr.

Executive Director of Human Resources

The mission of the Seminole County Public Schools is to ensure that all Early Childhood Program and PreK-Grade 12 students acquire the knowledge, skills, and attitudes to be productive citizens in our great country and in the global economy.



To access **Employee Self Service (ESS)**, [click here](#).

400 E. Lake Mary Boulevard  
Sanford, FL 32773

PH 407-320-0000  
Office Hours: 8:00 AM - 4:30 PM, M - F

[Site Search](#) | [Employee Search](#) | [Contact Webmaster](#) | [ePassport](#) | [Privacy Policy](#)

[ePassport](#)

 © Copyright 2016 Seminole County Public Schools