Today's Date
Thursday, April 03, 2014

HR SERVICES HOME   APS HOME   APPLICANTS   EMPLOYEES   RETIREES   FORMS   CONTACT HR

Overview

Frequently Asked Questions

- How do I become a Substitute for Atlanta Public Schools?
- How to register into the SubFinder System?
- I have been hired as a substitute, how do I access WebConnect (SubFinder Online)?

New Applicants

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STEPS TO BECOMING A SUBSTITUTE

Thank you for your interest in becoming a Substitute employee with
Atlanta Public Schools!

Atlanta Public Schools requires the best-qualified teaching and non-teaching substitutes to serve our students. Continuity in the learning process is supported via the placement of substitute employees during absences of the regular employee.

<u>Details</u>

- Eligibility for renewal each year is met by completing the minimum work requirement established by Substitute Services and by adhering to Board policy and procedures.
- Substitutes work on an on-call, as needed basis, with reasonable assurance to work during the current school year.
- Substitute work is not guaranteed for any APS holiday or vacation period.

Substitute applications are accepted during periodic postings throughout the year. Please check for substitute job postings via Human Resources Career Connections.

POSITIONS, SALARIES, AND REQUIREMENTS:

Substitute Teacher (valid, professional Georgia teaching certificate):

- $100.05 per day
- Minimum of a Bachelor's degree
- Valid, professional Georgia teaching certificate
- Excellent verbal and written communication skills
- Ability to comprehend and follow directives

Substitute Teacher (<u>non-certified</u> OR <u>expired</u> professional Georgia teaching certificate):

- $82.00 per day
- Minimum of a Bachelor's degree
- Training requirement

  ➢ Satisfy via <u>one</u> of the following methods:

- Online substitute training course ($39.95 fee) with a composite passing score of at least 80% OR
- Expired, professional Georgia teaching certificate OR
- Valid or expired, Georgia paraprofessional certificate

- Excellent verbal and written communication skills
- Ability to comprehend and follow directives

Substitute Paraprofessional:

- $82.00 per day
- Minimum of a high school diploma or GED equivalent
- Training requirement

  ➢ Satisfy via one of the following methods:

  - Online Substitute Training Course ($39.95 fee) with a composite passing score of at least 80% OR
  - Valid or expired, professional Georgia teaching certificate OR
  - Valid or expired, Georgia paraprofessional certificate

- Excellent verbal and written communication skills
- Ability to comprehend and follow directives

Substitute Pre-K Teacher:

- $77.00 per day
- Minimum of a high school diploma or GED equivalent
- Must be at least 21 years of age
- Training requirement

  ➢ Satisfy via one of the following methods:

  - Online Substitute Training Course ($39.95 fee) with a composite passing score of at least 80% OR
  - Valid or expired, professional Georgia teaching certificate OR
  - Valid or expired, Georgia paraprofessional certificate

- Excellent verbal and written communication skills
- Ability to comprehend and follow directives

Substitute Pre-K Assistant:

- $77.00 per day
- Minimum of a high school diploma or GED equivalent
- Training requirement

  ➢ Satisfy via one of the following methods:

  - Online Substitute Training Course ($39.95 fee) with a composite passing score of at least 80% OR
  - Valid or expired, professional Georgia teaching certificate OR
  - Valid or expired, Georgia paraprofessional certificate

- Excellent verbal and written communication skills
- Ability to comprehend and follow directives

APPLICATION PROCESS:

1. **Complete Online Application (all required documents must be uploaded to your online application before consideration of employment):**

- Complete an Atlanta Public Schools' online application which is only accessible during the open posting held periodically throughout the year (access Human Resources, Career Connections for a list of posted positions).

- Upload all supporting documents to complete the application process

  - Check job posting for a list of required documents.

- Approved candidates will be notified by Substitute Services related to onboarding instructions.

2. **Complete Online Substitute Training Course Unless Exempt Due to Valid/Expired Teaching or Paraprofessional Certificate:**

- The Online Substitute Training Course is $39.95 per person and can be purchased online with a Visa or MasterCard. The course is designed by Utah State University Substitute Teaching Institute and delivered by STEDI.org.

- Completion of the online Substitute Training Course with a composite passing score of at least 80% is required to receive a SubDiploma.

- Upload the SubDiploma to your Atlanta Public Schools' application as proof of the substitute training requirement.

- A valid/expired teaching <u>OR</u> a valid/expired paraprofessional certificate exempts an applicant from taking the on-line Substitute Training Course. If exempt, upload a copy of your certificate to the application.

Click here for more information on the Online Substitute Training Course

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How to Register into SubFinder System?

Newly Hired Substitutes are pre-registered into the SubFinder System by Human Resources (To become a substitute, see steps above). In order to register for the SubFinder System, you must first record your voice onto the SubFinder System by phone at 404-802-0029. You will use your six-digit Lawson Number for your PIN and press the # key to record your voice onto the system for recognition purposes. Next, for WebConnect you will use your last name for your username, and your six-digit Lawson Number for your password.