

## SUBSTITUTE TEACHER APPLICATION

# How to Apply

Complete the online application:

[External Support Application](#) | [External Certificated Application](#)

- Candidates must submit two professional reference letters. This can be done by listing names and email addresses of referencing parties as part of the online application, by submitting letters in sealed envelopes to the substitute department, or by having your references [email a letter](#) on your behalf.
- Candidates applying as substitute teachers must submit official college transcripts to verify a minimum of 60 semester/90 quarter hours from an accredited college or university. Those applying for substitute support positions (parapro, clerical, etc.) must submit a high school diploma or GED scores.
- All candidates must complete and clear a background check. You can call 1-855-226-2937 to set up a background check.
- You must submit a photocopy of your Social Security card for payroll purposes and one document from List A or documents from BOTH List B and List C to the substitute office prior to being scheduled for orientation. Click on the link for a list of acceptable documents to bring, <https://www.uscis.gov/i-9>.
- Candidates applying as substitute teachers must complete the online subskills training course with a composite score of 85%; applicant may choose course A or B. The district name is listed under Metro Nashville Public Schools. If you have a valid teacher's license, are applying for substitute support, or you have completed a practicum or student teaching in MNPS, you are exempt from the training. You may access the course at [www.STEDI.org](http://www.STEDI.org). The cost of the course is \$39.95. Upon successful completion of the course, applicants must submit the SubDiploma with their composite score to the substitute office. SubDiplomas may be uploaded to the application or [sent via mail](#).
- After successfully completing steps 1-5, your application will be processed, and you will be contacted to attend Substitute Orientation. Please allow a minimum of two weeks for your application to be

processed and to be contacted regarding orientation. You must complete all application steps prior to being contacted about orientation. If you have questions regarding the application process or orientation, please [email Human Resources](#).



## Substitute Teacher Pay

- 60 credit hours or less than a bachelor's degree - **\$90** per 7.5-hour day
- Bachelor's degree or higher (Non-certified) - **\$100** per 7.5-hour day
- Valid TN teaching license - **\$115** per 7.5-hour day

## Support Substitute Pay

- High school diploma or equivalent/less than 60 credit hours - **\$85** per 7.5-hour day