

We are not currently hiring any substitutes for the 2008-2009 school year. If you are interested in subbing for the 2009-2010 school year please complete an application on line. Applications will be reviewed in the summer and substitute classes will resume in the fall of 2009.

Substitute Teacher Hiring Guidelines

It is the desire of the Columbia County School System to provide the best qualified teachers and substitute teachers to meet the needs of the students who are entrusted to our care. Teaching substitutes are needed for all grade levels and subject areas. Non-teaching substitutes are needed as paraprofessionals and clerical workers. Applications in all areas are accepted continuously throughout the year and remain active for one (1) year.

It is the goal of the Human Resources Department to hire the most highly qualified substitute teachers available in order to be accountable to our students and comply with requirements in Georgia law and the federal No Child Left Behind law. Due to the large number of applicants for substitute teaching, we must limit the number of persons approved and therefore, will select applicants based on the following criteria in order of priority:

- 1) Retired teachers**
- 2) Certified teachers with valid or expired Georgia or out-of-state professional teaching Certificates. Persons holding or are eligible for a provisional license and meet HiQ requirements**
- 3) Persons holding bachelor or advanced degrees**
- 4) Persons with associate degrees**
- 5) Persons with high school diploma or GED who have experience or specialized training preparing them to work with children**

In an effort to safeguard the well-being of students placed in our care, substitute teachers are required to undergo a complete and diligent screening, to include a comprehensive review of employment history and references as well as a criminal background check requiring FBI fingerprinting. A substitute teacher applicant must provide the following information and meet the following criteria:

- 1) Complete online employment application**
- 2) Resume detailing educational training and complete work history**
- 3) Copy of teaching certificate(s)**
- 4) Official transcripts from colleges or universities attended**
- 5) High school diploma or GED**
- 6) Be at least twenty-one (21) years of age**
- 7) If not a certified teacher, attend a required substitute teacher training class.**

The outstanding candidate for a substitute teacher position in the Columbia County School System is a certified teacher or other qualified and experienced person who wants to work on a regular basis. Applicants not certified to teach who wish to work on a temporary basis while in between jobs should not apply. We are seeking experienced and committed substitutes who will work on a regular basis when called for a position.

An Application for Employment must first be completed online through the Human Resources Department website. Certified applicants and those applicants with baccalaureate degrees who are interested in becoming certified teachers via the Teacher Alternative Preparation Program (TAPP) should use the certified application and non-certified applicants should use the auxiliary application. Both applications are available at <https://www.ccboe.net/newappentry>. Applicants for substitute teacher consideration must mail a complete resume detailing education and complete employment history, official college/university transcripts and a copy of high school diploma/GED to: Columbia County School System, Human Resources Department, 4781 Hereford Farm Road, Evans, GA 30809.

Georgia law states that all non-certified substitute teachers must first attend a substitute teacher training class. The class is offered free of charge several times throughout the year, and applicants who are selected to be substitutes will receive a letter of invitation two to three weeks prior to the class. Satisfactory work and personal references as well as official transcripts are prerequisites to an invitation to the class.

We appreciate your interest in our school system and look forward to receiving your application. Securing highly qualified substitute teachers is a top priority of the Human Resources Department.

[**Substitute Teacher Guidelines**](#)

[**Substitute Salary Schedule**](#)