



## **SUBSTITUTE TEACHING HIRING PROCESS**

and REQUIREMENTS for CLAY COUNTY DISTRICT SCHOOLS

*\*\* Please note that the hiring processes, procedures, and fees are subject to change \*\**

### **Minimum criteria for becoming a substitute teacher:**

- Must have at least a High School Diploma
- Must work at least 1 Monday and 1 Friday each month

### **To complete the application and hiring process you will need to:**

- Submit an Official Transcript reflecting your highest level of education or your High School Diploma
- Provide two professional letters of recommendation
- Complete the on-line application via eRegistration
- Complete on-line Vector Training, K-12 Edition training
- Complete a Virtual Orientation session
- Be prepared to be fingerprinted for Clay County District Schools. *The cost for fingerprinting is \$73.75 at the applicant's expense.*

### **Pay Rate:**

- High School Diploma and 21 years or older: \$10 per hour
- 60 College Credits \$11.33 per hour
- Bachelor's Degree \$12.00 per hour
- Master's Degree or higher \$13.33 per hour
- Long-term Substitutes: \$150.00 for a 7.5-hour day. Long-term Subs must hold a minimum of a Bachelor's degree or Clay County District of Schools Vocational Certification. Long-term assignments are eleven days or more for the same teacher.

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