

Kelly Education



SUBSTITUTE TEACHER ASSISTANT HIRING PROCESS

and REQUIREMENTS for CLAY COUNTY DISTRICT SCHOOLS

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

Minimum criteria for becoming a Substitute Teacher Assistant:

- Must have a High School Diploma/GED
- Must work at least 1 Monday and 1 Friday per Month

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

- Submit an Official High School Diploma or transcript
- Provide two letters of reference (can be personal but **not** from a Family member)
- Complete the on-line application via eRegistration (this will be emailed to from **Kelly Services Onboarding**)
- Complete online Vector Training, K-12 Edition (this will be emailed to you)
- Attend a Virtual Orientation session. ***Business attire required***
- Be prepared to be fingerprinted for Clay County District of Schools. ***The cost for fingerprinting is \$73.75 at the applicant's expense***
- Be prepared to complete a drug screen

Pay Rate:
\$9.50/Hour

Kelly Education
151 College Drive
Suite 8
904-264-2067
20HF@kellyservices.com