

Requirements and Qualifications for RCSS Substitute Teachers

The Application for Substitute Teacher for Future Consideration is made available to our general public in May, September and December each year. If you would like to become a substitute teacher you must do the following:

- Please go to “Job Openings” at our web site.
- **Look for the application titled “Substitute Teacher for Future consideration” or the substitute application that pertains to your interest.**
- **Fill out the application**
- Provide us with 2 or more professional references (Two will be selected...we prefer your last known supervisor and assistant supervisor). **We need their email addresses. You may not use family, friends, or your minister as professional references. This part is in the application...we do not accept letters as references.**
- **Attend the work shop** ...the work shop is by invitation only...invitations are sent via the email address that you provide us in the application.
- **Transcripts** (original is preferred) from your highest level of education. You may upload them to your application or bring them the day of the work shop...**do not mail them to me.**
- **You must have at least a GED or High School Diploma to be a sub for a teacher or nutrition assistant. You must have completed the 8th grade to be a custodial or bus driver substitute. We will need transcripts as proof.**
- **You must be at least 21 years of age to sub in the High Schools.**
- **You will set up an appointment to be finger printed by our Public Safety Department** (we do not accept finger print results from other areas) **the day you “attend” the work shop.**
- Once I have all your information and the results of the finger prints, you are entered into the Aesop System as an approved sub.
- You will receive a call from me when you have been approved and your log in information for Aesop will then be emailed to you.
- To remain an active substitute, you must sub at least 10 days during a school year.
- **Failure to follow the RCSS school policies will result in your being removed from the Approved Substitute Teacher List.**

I look forward to having you sub for us!