

Substitute Teacher Application Process

Thank you for your interest in substituting in Jefferson County Schools. Substitutes are vital members of our professional team and offer an important contribution to the educational program in the classroom. We will be glad to accept your application packet, which will include the following:

- Completed Application
- Three Completed Personal or Professional Reference Forms (Attached)
- Completed W-4 Form
- Proof of Criminal Background Check (Information attached)
- Proof of Education (A copy of one of the following: HS or college diploma, college transcripts or GED certificate)
- Completed I-9 Form – with copies of evidence of identity & employment eligibility (i.e.: driver's license & social security card; or other acceptable documents on list of acceptable documents attached)
- Copy of Tennessee Teaching License (If applicable)
- Recommendation for interview from a Jefferson County Schools Principal or Assistant Principal (See page 2 of application)
- Physical Examination and Tuberculosis Screening (Only required if approved for employment)

Please fill out the Work and Teaching Experience sections of the application completely and accurately.

Once your application and corresponding materials have been received, you will be contacted to schedule a 15 minute screening interview

If approved for employment, you will be notified of the next scheduled Substitute Teacher Orientation. You are required to attend an orientation before substituting in any classroom.

Substitutes holding a current Tennessee Teacher License are paid \$70 per day. All other substitutes are paid \$55 per day.

If you have questions, please contact us via email,

lemonsc@k12tn.net, or by phone, 865-397-3194

The Jefferson County School System is an equal opportunity employer and does not discriminate against any person on the basis of race, sex, color, religion, national origin, citizenship status, age or handicap in any of its educational or employment programs or activities.