2016/2017 New Substitute Teacher Information

Teacher Pay: $66.00 per day
Assistant Pay: $58.00 per day
Substitute Nurses: $66.00 per day

- Effective June 2, 2016, substitute applications for the 2016-2017 school year will be accepted from 8-10:30 a.m.

- Applications for new substitute teachers, during the school year, are accepted only on Tuesday & Thursdays, 8-10:30 a.m.

- Applicants are required to attend a Substitute Teacher In-Service prior to substitute teaching.

- You must be at least 18 years old to substitute. Please make sure you have all of the required information.

- Copies of your Driver’s License or Government I.D. and Social Security Card are required with your application for payroll purposes.

- A blank check is required for Direct Deposit. This bank account can be a checking or savings account.

- Proof of Education is required (High School Diploma, GED, College Degree and/or Transcripts). Certified Teachers must submit a copy of their teaching license.

- Fingerprinting is $38.00 and is paid by the applicant. Only cash in the exact amount, cashier’s check or money orders are accepted. NO PERSONAL CHECKS (per board approval as of March 8, 2007)

- Substitutes are paid once a month for substituting through the 20th of the month.

- Sub payroll is Direct Deposited into your bank account no later than the 4th business day of the following month. Your first check will be a real check mailed to your address. Thereafter, your checks will be direct deposited and all check stubs will be mailed to the address on file at the Central Office. Please make sure your information is up-to-date at all times.

- Substitutes are eligible to contribute to a 403(b) Plan. Additional information is attached. If interested, please call any one of the contacts listed.

- Any changes in your information (i.e. name, address, phone, add/removed schools, direct deposit, etc.) must be submitted in writing to the Central Office with appropriate documentation, if needed. You must submit this information as soon as possible in order to update your information and/or to avoid any delays in payroll.

- The Fingerprinting Fee is reimbursable after 10 days of substitute teaching has been completed. Submit the Fingerprint Reimbursement form (attached) with documentation of the ten (10) days you have completed. This form is also available to the Central Office. The fingerprint reimbursement check is a real check (not direct deposit) that is mailed to the address on file at the Central Office.
2016/2017 Substitute Teacher Application

Employee ID# (Assigned by MCPS): ____________________________

Social Security #: ____________________________

Name: ____________________________________________

Last               First               Middle               Maiden

Address: ____________________________________________

Street               City               State               Zip

Contact Phone#: ____________________________

E-mail Address: ____________________________

Sex: □ Male          □ Female

Are you 18 years or older: □ YES  □ NO

EDUCATION LEVEL

□ High School Diploma

□ GED

□ Associate Degree

□ Bachelor’s Degree

□ Master’s Degree

□ TN Licensed Teacher

License #: ____________________________

Exp. Date: ____________________________

□ Licensed Teacher from State of: ____________________________

License #: ____________________________

Exp. Date: ____________________________

If education level has changed, please provide documentation of the new education level.

All licensed teachers must submit a copy of your teaching license with this renewal application.

Are you a retired MCPS Teacher? □ YES  □ NO

Board policy prohibits employment of relatives in a supervisor/employee relationship. List any relatives currently employed by the school system and their position:

________________________________________________________________________

Have you been convicted of a felony or misdemeanor? □ YES  □ NO

If yes, a letter of explanation is required with your application.

Note: Knowingly falsifying information required by 49-5-406(a)(1) shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney for prosecution. The accuracy of such information may be verified by fingerprint and criminal history record check conducted by the TBI pursuant to 49-5-413(a)

REFERENCES

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AN EQUAL OPPORTUNITY EMPLOYER

The Maury County Board of Education does not discriminate on the basis of race, creed, religion, national origin, age, gender, marital status, disability or any unlawful area in the operation of its educational programs and in personnel administration.
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**SCHOOL LIST**

Please check the schools where you would like to substitute teach. You will be required to enter this information in SmartFind Express once you have completed the substitute orientation.

- [ ] J.R. Baker Elementary School Pre K-4
- [ ] J. Brown Elementary School Pre K-4
- [ ] Central High School 9-12
- [ ] E.A. Cox Middle School 5-8
- [ ] Culleoka Unit School K-12
- [ ] Hampshire Unit School K-12
- [ ] Highland Park Elementary School Pre K-4
- [ ] R. Howell Elementary School K-4
- [ ] McDowell Elementary School Pre K-4
- [ ] Mt. Pleasant Elementary School Pre K-4
- [ ] Mt. Pleasant Middle School 5-8
- [ ] Mt. Pleasant High School 9-12
- [ ] Riverside Elementary School Pre K-4
- [ ] Santa Fe Unit School Pre K-12
- [ ] Spring Hill Elementary School K-4
- [ ] Spring Hill Middle School 5-8
- [ ] Spring Hill High School 9-12
- [ ] Whitthorne Middle School 5-8
- [ ] J.E. Woodard Elementary School K-4
- [ ] Wright Elementary School K-4
- [ ] College Hill Alternative School

Signature: ________________________________ Date: ________________

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