



Sumner County Board of Education

Benny Bills, Director of Schools
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INSTRUCTIONS FOR SUBSTITUTE TEACHER APPLICANTS

We appreciate your interest in the Sumner County Public Schools. Please read the following carefully to help you know what information is necessary and the procedures to follow in order for your application to be processed in a timely manner. **IT IS YOUR RESPONSIBILITY TO FOLLOW-UP ON YOUR APPLICATION WITH THE HUMAN RESOURCES DEPARTMENT.**

All substitute teacher applicants must be recommended by a principal of this school system **BEFORE** they can be approved. You should make an appointment with a principal of a school of your choice for a short interview. If the Principal recommends you for substitute teaching, he will give you a Recommendation Form which you will bring with you along with your application to the Central Office for processing. Prior to you coming to this office, the school will ask you to complete information necessary to register you for our fingerprinting process. The information will be faxed to us by the Principal. This must be done **24 hours prior to your coming to the Central Office.** Fingerprinting is done **MONDAY, WEDNESDAY AND FRIDAY** each week. **YOU MUST BE FINGERPRINTED BEFORE YOU WORK AS A SUBSTITUTE TEACHER.**

Substitute teacher with a four year college degree (must be documented) and are substituting for a certified teacher are paid \$50.00 per day. Substitutes with a high school diploma or GED are paid \$45.00 daily. If you have a GED, you will need to furnish Human Resources with a copy of your diploma.

STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT FOR AN ADMINISTRATOR, TEACHER, CLASSIFIED EMPLOYEES OR SUBSTITUTE TEACHERS.

ADDRESS ALL RESUMES AND CORRESPONDENCE TO:

**SUMNER COUNTY BOARD OF EDUCATION
HUMAN RESOURCES DEPARTMENT
695 EAST MAIN STREET
GALLATIN, TENNESSEE 37066**

Board of Education Members

Mary Ralph Bradley - David A. Brown - Will A. Duncan - Mike Fussell - Glen Gregory - Ben Harris - Don Long - Sharon Lyle - Nancy A. Roth - Randy Stamps - Rob Wheeler

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