

How to Apply to Substitute for Hartselle City School

Part-time and Limited Employment

Substitute Teacher, Aide, Clerical, Custodian, Cafeteria, and/or Nurse

Hartselle City Schools is currently taking applications for part-time and limited employment as Substitute Teacher, Aide, Clerical, Bus Driver and Aide, Custodian, Cafeteria, and/or Nurse.

In order to qualify to substitute, you must meet the following requirements.

- Complete an application and provide all required documents (see below).
- Complete an interview and be recommended to be a substitute for Hartselle City Schools.
- Be approved by the Board of Education.

The following requirements must be completed to be an eligible substitute for Hartselle City Schools.

Application

An application may be obtained at Hartselle City Schools Central Office, 305 College Street, NE, Hartselle, AL 35640. For more information, please contact Kim or Jan at 256-773-5419.

Background Clearance

All applicants are required by the State Department of Education to obtain background clearance through a fingerprint review conducted by the Alabama Bureau of Investigations (ABI) and Federal Bureau of Investigations (FBI). A fee is charged. Fingerprinting will be done at the Hartselle City Schools Central Office.

Diploma from High School or College, or equivalent of completion of a high school program – you must bring original diploma and a copy will be made to go with application.

Federal and State Tax Withholding Forms – included in substitute application packet.

Substitute Nurse - you must provide a copy of your valid Alabama nursing license.

Substitute Teacher or Teacher's Aide - you must provide one of the following documents:

- A valid Alabama Teacher's Certificate OR
- Valid Alabama Substitute Teacher's License
- Application and payment to obtain a substitute license from the Alabama State Department of Education. The fee is currently \$30.00 and must be a certified check or money order made payable to the Alabama State Department of Education (ALSDE). The application for the license may be obtain at the Central Office.

Substitute Bus Driver – Must hold a CLD License with Passenger and School Bus endorsements included.

For more information, contact Lavonda Lang, 256-773-0920