

TITLE: Substitute Teachers - Conditions of Employment
State Board of Education Ref: 18A-2-3

TO BE READ AND SIGNED BY ALL PERSONS APPLYING FOR THE POSITION
OF SUBSTITUTE TEACHER IN GILMER COUNTY SCHOOLS:

Substitute teachers will often be called upon to work on short
notice. You must be able to report to work if notified two (2)
hours in advance.

You will work from 8:30-3:40 during a normal working day which
has no extra assigned duty.

If you are substituting for a teacher who has extra assigned duties,
you will be expected to assume those duties. For example: Bus
duty at some schools is 7:30 a.m. - 4:30 p.m.

An attempt will be made to call the best qualified teacher available
for the absent teacher, however, it is not always possible to
obtain a qualified person. Check below the areas in which you
feel most competent to substitute:

<u> </u> Grades 1-4	<u> </u> Math	<u> </u> Science
<u> </u> Language Arts	<u> </u> Social Studies	<u> </u> Physical Education
<u> </u> Business	<u> </u> All Areas	

Substitute Teachers are hired for all schools. If you cannot
substitute in all schools or all grade levels, state below the
exceptions:

Those substitute teachers who do the best job and are the most
willing to teach on short notice can expect to receive the most
work.

Such excuses for not being able to substitute on a particular
day as: "I have a hair appointment", or "I must go shopping today
are not reasonable. If you are going to offer such excuses, leave
your name off the substitute list. Substitutes will be expected
to be available five (5) days per week.

I have read the foregoing conditions and wish to apply for the
position of substitute teacher for the current school year.

AREAS OF CERTIFICATION _____

Certification (NOTE) You will not be
placed on the substitute list until a copy
of your teaching certification is on file
in the office of the Superintendent of
Schools AND A VALID Health Card.

Signature

Date Phone No.

Mailing Address
