**Substitutes**

Southwest Georgia STEM Charter welcomes anyone with the minimum qualifications to substitute at the school.All substitutes must follow proper procedures in order to ensure the safety of students and staff. When a teacher notifies the front office of an impending absence or when the front office determines a substitute will be needed to provide classroom coverage, the front office will arrange a substitute that has met and turned in an application and all required documents.

Applicants must possess a high school diploma or its equivalent and be 21 years of age or older

Before being considered for a substitute teaching position, you must complete and turn in the full application packet. This does not guarantee employment with Southwest Georgia STEM Charter. To be considered, please turn in the following to the front office:

* + Substitute teacher application
	+ Copy of driver’s license
	+ Copy of social security card or birth certificate
	+ Proof of highest level of education completed
	+ Background Check
	+ Training Certificate from RESA
	+ Handbook Acknowledgement Form
	+ Mandated Reporters Training Certificate
	+ Direct Deposit Form
	+ W-9

All prospective substitute teachers must attend an initial training with RESA before they are allowed to work in the classroom. All prospective substitutes will need to complete a mandated reporter training and turn in the completed certificate.

Timesheets are kept in the front office for substitutes to sign in and out. A filled out and signed timesheet is required before payment can be disbursed at the end of the month.

This application is good for 1 school year. Once a school year is completed, you can fill out a returning application to continue for the next school year. The front office will maintain a list of all eligible substitutes for review.

*Note: Substitute teachers with a high school diploma or equivalent cannot work in any one classroom for 10 consecutive days within one school year. Teacher vacancies for 46 or more consecutive days require a licensed teacher to fill the teacher absence.*