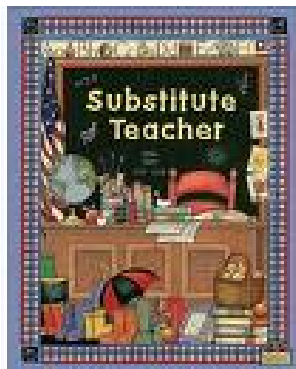


The School District of DeSoto County Human Resources



Substitute Teacher Procedures & Guidelines

Contact Information

- Sylvia Jenkins
(863)494-4222 ext. 0

The School District of DeSoto County offers substitute training workshops throughout the school year. Attendance is mandatory for those individuals interesting in becoming a substitute teacher within our district. Please contact our office for workshop schedules.

Upon completion of the substitute training workshop, you will need to complete an employment application. Your application will be placed on file at that time. As the need arises, interviews will be scheduled and recommendations made at that point.

Individuals recommended for employment will need to contact Human Resources and set up an appointment for fingerprints and new hire processing. Fingerprints are \$56.25 and can be paid for by VISA, MC, Debit card, or a money order made payable to Fingerprint Services, LLC.

Please feel free to contact Human Resources should you have any further questions.