Login

KNOX COUNTY SCHOOLS

Excellence for **Every** Child

HOW TO BECOME A SUBSTITUTE

Once You Complete an Online Application

If you hold a teaching license you will need to do the following:

- Bring your teaching license and a photo ID to the Andrew Johnson Building, 912 S. Gay Street, 15th floor on Monday–Wednesday between the hours of 8:00 a.m. – 4:00 p.m.
- Sign up to attend a 2-hour orientation session and receive an information packet and pre-screening information (background check, drug-screening)
- Attend the orientation session to be eligible for the substitute pool

If you were an intern with KCS the previous term, you do not need to complete the drug screening phase of the pre-screening, however, you will be required to complete the fingerprinting requirement. If you are a former employee and have not had a year's break in service from KCS you will not need to complete the drug-screening or fingerprinting portion of the background check.

If you DO NOT hold a valid teaching license you will need to do the following:

OPTION I

Take an online substitute teacher training course at a cost of $39.95. The link for the on-line course is located to the right under Quick Links or click here. Once completed, with a minimum score of 85%, print the certificate and bring it to the Andrew Johnson Building (Monday–Wednesday between the hours of 8:00 a.m. – 4:00 p.m.) You will also need to bring your driver's license. At this time, you will register for a 2-hour orientation session and receive an information packet and pre-screening documents. We offer a variety of dates for training to prepare you for the school year; choose the one that works best for you.

OPTION II

If you prefer to attend a substitute training class, at no charge, please contact the Human Resources office at 594-1929 and speak to our scheduling coordinator. The free of charge training class is an all-day class (8:00 a.m.-3:30 p.m.). This class is in lieu of the online training. In the class you will receive all of the information you need to meet eligibility requirements to become a substitute teacher. The second part of the day will be an orientation session. Everything you need to qualify for the substitute pool is accomplished during this free session. We offer a variety of dates for the training; choose the one that works best for you.

DRUG SCREENING REQUIREMENTS:

- Must submit to a drug screening within **48 hours** of receiving your time-stamped document.
- Your cost is **$40.00**.
- We do not accept pre-employment screening results from other agencies.

FINGERPRINTING REQUIREMENTS:

- Fingerprinting does not have a time constraint, however, your substitute application will remain incomplete until this step is complete. You may still attend the class.
- Your cost for the fingerprint screening is **$38.31**.
- We do not accept fingerprint screening results from other agencies.

All applicants must be approved before being added to the active substitute register. Submitting an application and completing the training is not a guarantee of employment as a substitute. Questions? Please contact Knox County School Human Resources Department at 865.594.1929.

We only accept applicants Monday – Wednesday between the hours of 8:00 p.m. and 4:00 p.m.

QUICK LINKS

- **Substitute Pay Schedule**
- **Substitute Pay Scale Chart**
- **School Categories**
- **Stedi - Substitute Training Courses**
- **Drug-Free Workplace**

ABSENT MANAGEMENT SYSTEM

- **Absence Management Login**
- **Substitute Quick Start Guide**
- **Substitute Basic Training Video**

TRAINING SESSIONS

Today
8:00 AM - 3:30 PM

Substitute Training Session

September 12, 2017
8:00 AM - 3:30 PM

Substitute Training Session

September 26, 2017
8:00 AM - 3:30 PM

Substitute Training Session

October 17, 2017
8:00 AM - 3:30 PM

Substitute Training Session

VIEW ALL >>

KNOX COUNTY SCHOOLS

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Physical Address: 912 South Gay Street, Knoxville, TN 37902   **Main Phone:** 865-594-1800 | Disclaimer