Substitutes

PROCEDURES  SUBFINDER  COMPENSATION

Mobile County Public Schools

Substitute Procedures

To obtain a Substitute Card, the applicant must complete requirements as outlined in the Application Packet below for the specific substitute position. The substitute process for all applicants includes obtaining ABI/FBI fingerprint clearance, completing a substitute application, passing a drug screen, providing a social security card and driver’s license, providing a high school/college transcript from a regionally accredited high school/college or GED, and attending a training session.

Applicants applying to be substitute teachers must pass a writing exam. Applicants applying to be substitute CNP Assistants will bring a valid Food Handler Permit. Applicants applying to be substitute media paraprofessionals or clerks will bring proof of passing scores on the Basic Skills Test given by the Division of Human Resources. Interested individuals should contact the Human Resources office at 221-4500 to schedule for the next available substitute training session. Once all requirements are completed a Substitute Card will be mailed to the substitute.

Applicants applying to be substitute bus drivers or bus aides must complete an on-line application, pass a Department of Transportation (DOT) Medical Examination, Drug Screen, bring Driver’s License, 3rd Party Form, CDL, Alabama School Bus Certificate, and official High School/College Transcript or GED. The name on the Driver’s License must match the name on the Social Security Card. Also, applicants must attend a Substitute Bus Driver/Bus Aide Training Class. Interested individuals should contact the Human Resources office at 221-4500 for the next available substitute Bus Driver/Bus Aide Training Class. Once all requirements are completed a Substitute Card will issued to the substitute.

Download the Application Packet and follow the instructions carefully to begin the substitute process.

Application Packet - Substitute - Substitute Teacher, CNP, Custodian, Media Paraprofessional or Clerk
Application Packet - Substitute - Bus Aide or Bus Driver

If the substitute has not worked for a one (1) year period he/she becomes inactive and must submit a new profile form, update their payroll data and undergo a drug screen to reactivate in the SubFinder System. If a substitute has not worked for more than a two (2) year period he/she must also attend a SubFinder training class for the current school year. Inactive substitutes can not register for a SubFinder class until they have completed the other requirements set forth in this paragraph.

Individuals who hold an Alabama professional educator’s certificate may register to become a certified substitute teacher by following the same process.

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