

Kelly Educational Staffing®

SUBSTITUTE TEACHING HIRING PROCESS and REQUIREMENTS

The completed hiring process can take up to 4 weeks from the time that you are fingerprinted.

Minimum criteria for becoming a substitute teacher:

- 60 college credit hours from an accredited college/university recognized by the US Department of Education.
- An ability to pass a background and fingerprint check

Application process:

- Complete the employment application. ***By appointment only.***
- Provide two IDs that show you are eligible to work in the United States. One must be a picture ID.
- Please bring with you **complete current and previous** address history going back **10 years.**
- Please bring with you **complete** work history for the last three (3) jobs held.
- Please bring with you detailed information for **three (3) references. Please provide two professional letters of reference.**
- You will be interviewed after you complete your application.

To complete the hiring process you will need to:

- Submit an official college transcript reflecting your highest degree completed.
- Get fingerprinted for Duval County Public Schools at the Kelly Educational Staffing office. The cost for fingerprinting is \$87.25, at the applicant's expense.
- Attend a 3 ½ -hour orientation session at the Kelly Educational Staffing office.
Business attire required.

Daily Pay Rate:

- 60 college credits/ Associates Degree - \$56.00
- Bachelor's degree - \$70.00
- Master's degree - \$75.95
 - After working 252 hours in a classroom **within the same school year**, all wage levels will earn a **one time** \$7/per day increase.

Kelly Educational Staffing
4168 Southpoint Parkway, Suite 201
Jacksonville, FL 32216
904-245-7555
203M@kellyservices.com