

# THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

## SUBSTITUTE TEACHER EMPLOYMENT APPLICATION PROCEDURES

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### GETTING STARTED / GENERAL INFORMATION

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#### APPLICATION TIPS

Prior to beginning the application process, gather the items and information below that will be needed to complete your candidate profile:

- High school(s) and college(s) attended, degrees earned, major subjects and dates attended
- Any certificates or licenses, with type, subject/endorsement area, dates of issuance and expiration
- Work history, including school/company name, name of supervisor, phone number, email and dates of employment
- Three professional references to include name, job title, school/company, phone number and email.
- Social Security number

#### APPLICATION VALIDITY PERIOD

- All Substitute Teacher employment application are active for one year from the date of submission. Applicants will need to update and resubmit their application annually for their file to remain active.
- **Please note The School District of Osceola County does not consider a job candidate to be an official job applicant until he or she has successfully completed all steps in these application procedures. Submission of a resume to a work site shall not be considered to have met this criterion.**

#### ADDITIONAL INFORMATION

- A Substitute teaching position:
  - requires a minimum of a high school diploma.
  - is a non-benefited position.
  - is considered “at will” employment.
- Substitutes are paid twice a month and are paid for hours worked. The following rates are paid for substitute teachers only; other substitute positions are paid on a different pay scale:
  - Substitutes with a High School Diploma - \$9.50 / hour
  - Substitutes with 60 Semester Hours or more - \$10.00 / hour
  - Substitutes with a Bachelor’s Degree or higher - \$11.20 / hour
  - Substitutes who are retired teachers (with proof of retirement) - \$12.00 / hour
- Any experience gained as a substitute teacher will not count towards experience for pay purposes if hired as a full-time regular employee.
- If hired, you will be required to pay a total of \$162.00 in mandatory screening fees during the orientation process as follows:
  - \$52.75 – Fingerprinting
  - \$34.25 – drug testing
  - \$75.00 – substitute teaching certificate
- If hired, the applicant must present their original Social Security card, Alien Registration card – work permit (if applicable), and a valid driver’s license or government issued picture identification card.

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## ***APPLY FOR A SUBSTITUTE TEACHER POSITION***

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### **SUBMIT YOUR APPLICATION PACKET**

Complete the Professional Support Staff application via on line at: <https://hrapps.osceola.k12.fl.us/appentry/>

Submit a letter of interest to The School District of Osceola County, Florida, Human Resources. Our offices are located at 801 Bill Beck Boulevard, Kissimmee, FL, 34744-4434.

Phone reference calls for prospective candidates will be completed. Complete applications will be reviewed, and you will be contacted if there is an interest in scheduling an interview.

### **BACKGROUND QUESTIONS**

Please be aware that failure to respond truthfully to any of the Qualification Questions will disqualify you from employment.

If you have disclosed any criminal history situations on the application, you will be required to submit the following documents:

- Written explanation of the criminal disclosure
- Court certified police arrest report
- Court certified disposition of the case

If you have disclosed any prior employment history situations (non-renewals, investigations, suspensions, revocations of licenses, etc.), you are required to submit the following documents:

- Written explanation of the incident
- Evaluation from the year you were non-renewed
- Settlement agreement
- Final order

Any items pertaining to criminal history or employment history situations should be mailed directly to:

The School District of Osceola County  
Human Resources & Employee Relations  
ATTN: Sadaris Cheatham, Employee Relations Manager  
799 Bill Beck Boulevard  
Kissimmee, FL 34744

### **REFERENCES**

Applicants must provide three (3) written references signed and dated within the last year. References should be professional in nature, reflecting your work history or experiences in college as a student.

References can be completed using either: an official District Reference Form located online at:

[http://www.osceolaschools.net/UserFiles/Servers/Server\\_567106/File/Employment/How%20To%20Apply/REFERENCE%20FORM.pdf](http://www.osceolaschools.net/UserFiles/Servers/Server_567106/File/Employment/How%20To%20Apply/REFERENCE%20FORM.pdf), or a letter of recommendation submitted on the official letterhead of the issuing company or school.

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## ***FINAL PROCESS UPON HIRING***

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Once offered a position as a Substitute Teacher, the applicant will be scheduled for orientation, fingerprinting, drug testing and the substitute teacher workshop.

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## ***ADDITIONAL INFORMATION***

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### **RETIREEES**

"Instructional staff who are receiving retirement benefits under a public or private retirement system who are hired (or rehired following retirement or DROP completion) will be granted up to a maximum of five (5) years' experience on the salary schedule for years of experience that are not included in the years of experience for which they are receiving retirement benefits." Source: 2012-2013 Employment Administration Handbook; PSS Salary Related Guidelines; IV. Experience - Retired Professional Support Staff

Florida Retirement System Investment Plan members are considered "retired" once you've taken any self-initiated distribution (cash-out or rollover) from your investment plan account regardless of your age.

If you have any questions regarding this policy, please contact Human Resources at 407-870-4800.

### **IDENTIFICATION & NOTIFICATION OF EQUITY COORDINATORS**

As required by Rule 6A-18.910(1)(g), FAC: Title IX 106.81(1); Section 504:104.8(a); ADA:35.1007(a); and Age: 110.25(b) the following individuals are Equity Coordinators

#### **Equity Coordinator**

Sadaris Cheatham  
Employee Relations Manager  
Human Resources & Employee Relations  
799 Bill Beck Boulevard  
Kissimmee, FL 34744  
407-870-4800

#### **ADA and Age Discrimination Coordinator**

Tammy Cope-Otterson  
Chief Human Resources Officer  
Human Resources & Employee Relations  
799 Bill Beck Boulevard  
Kissimmee, FL 34744  
407-870-4800

### **COLLECTION OF SOCIAL SECURITY NUMBERS**

Please read this special notice regarding the collection of Social Security Numbers:

<http://osceola.ss8.sharpschool.com/cms/One.aspx?portalId=567190&pageId=649976>

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## ***VETERANS' PREFERENCE INFORMATION***

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For the purposes of appointment, retention, reinstatement, reemployment and promotion, Veterans' Preference ensures that veterans and eligible persons are given consideration at each step of the selection process. However, preference does not guarantee that a veteran or other eligible person will be the candidate selected to fill the position. Section 295.07, Florida Statutes (F.S.) specifies who is eligible for Veterans' Preference. State of Florida residency is not required

for Veterans' Preference. Completion of the Veterans' Preference section is voluntary and will be kept confidential in accordance with the Americans with Disabilities Act. Listed below are the seven Veterans' Preference categories.

- A) A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense. [Section 295.07(1)(a), F.S.]
- B) The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained or interned in line of duty by a foreign government or power. [Section 295.07(1)(b), F.S.]
- C) A wartime veteran as defined in section 1.01(14), F.S., who has served on active duty for one day or more during a wartime period or who has served in a qualifying campaign or expedition. Active duty for training shall not qualify for eligibility under this paragraph. [Section 295.07(1)(c), F.S.]
- D) The un-remarried widow or widower of a veteran who died of a service-connected disability. [Section 295.07(1)(d), F.S.]
- E) The mother, father, legal guardian, or un-remarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense. [Section 295.07(1)(e), F.S.]
- F) A veteran as defined in section 1.01(14), F.S., excluding active duty for training. [Section 295.07(1)(f), F.S.]
- G) A current member of any reserve component of the United States Armed Forces or the Florida National Guard. [Section 295.07(1)(g), F.S.]

All applicants claiming Veterans' Preference must submit a DD 214 form (member copy #4) or comparable discharge, separation or current reserve documentation that indicates the character of service as honorable. In addition, all applicants claiming Categories A, B, D, or E above must also furnish supporting documentation in accordance with the provisions of Rule 55A-7 Florida Administrative Code. Please fax your supporting documentation to the People First Service Center at (888) 403-2110 by the closing date of the job announcement. Be sure to include the position number for which you are applying on each page submitted. All required documents must be submitted no later than the closing date of the job announcement.

Under Florida law, preference in appointment shall be given first to those persons in Categories A or B and then to those in Categories C, D, E, F or G. If a qualified applicant claiming Veterans' Preference believes he/ she was not afforded employment preference, he/she may file a complaint with the Florida Department of Veterans' Affairs, Veterans' Preference, P.O. Box 31003, St. Petersburg, FL 33731. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within three (3) months of the date the application is filed with the employer if no notice is given.