

CERTIFIED SUBSTITUTE
REQUIREMENTS FOR EMPLOYMENT

In order to be eligible for employment as a substitute teacher for the Russell Independent Board of Education and placed on the official substitute teacher list, the following requirements must be met:

Application Form

The application form for substitute teaching may be obtained from the Superintendent's office, 409 Belfont Street, Russell, KY 41169, telephone 606-836-9679. Applications must be completed and returned to the office of the Superintendent.

Criminal Records Checks

Employees must complete a State and Federal Criminal Background Check before employment. Fingerprint Cards are available at the Superintendent's Office. This is at the expense of the employee, the charge will be \$40.

Education

A substitute shall hold at least a Bachelor's Degree from an accredited college or university. Emergency substitutes must have 64 college hours and a 2.5 GPA.

Certification

A substitute teacher shall hold a valid teacher's certificate issued by the Kentucky Department of Education.

Official Transcripts

Official transcripts of all undergraduate and graduate work showing degree(s) conferred must be on file.

Recommendation

At least three recommendations are required from persons having knowledge of the applicant's teaching skill.

Personal Interview

An interview with the Superintendent or her designee is required of the applicant after the application form has been received by the Superintendent's office.

Health Certification

Upon initial employment a physical examination must be completed either by the OLBH Flatwoods Primary Care Center or a private physician. The District will pay for the examination only if completed at the Flatwoods Primary Care Center. You may choose to go to a private physician at your expense.

Verification of Previous Teaching Experience

When indicated, previous teaching experience shall be verified by former employers as requested on forms provided by the Superintendent's office.

Employment Process Forms

Employees must complete the following:

Direct Deposit Authorization

I-9 Form (Submit copies of Driver's License & Social Security Card)

Kentucky Teachers' Retirement System Application

SSA 1945

W-4 Tax Exemption Certificate

Orientation

All persons employed as substitute teachers by the Board of Education shall receive orientation provided by the Curriculum Coordinator.