

All new candidates interested in substitute teaching with Wilson County Schools must meet the following requirements:

- Must have at least a High School diploma or a GED.
- Attend the Substitute Teacher Orientation Program
- Complete the Substitute Teacher Application Packet
- Pass a fingerprinting/background check and drug screen.

HOW MUCH WILL I BE PAID?

HIGH SCHOOL DIPLOMA OR GED -
\$57.00 A DAY.

60 SEMESTER HOURS OF COLLEGE -
\$62.00 A DAY

CERTIFIED TEACHERS-
\$67.00 A DAY

INTERIM TEACHERS-
\$87.50 DURING TEACHER'S
PAID LEAVE /

REGULAR TEACHER SALARY THEREAFTER

Discrimination Policy:

The Wilson County School System does not discriminate due to age, race, color, gender, national origin, disability, religion, creed, or veteran status in the provision of services, in programs or activities, or in employment opportunities or benefits. The lack of English language skills will not be a barrier to admission and participation in educational programs. Translation services are available at each school and at the Central Office.

HUMAN RESOURCES DEPARTMENT

MaryAnn Sparks

Human Resources Supervisor

Lisa Spencer

Human Resources Specialist

Certified Personnel, Licensure,

Training & Orientation

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Vickie Jennings

Support Personnel,

Certified & Support Applications,

Highly Qualified

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Dianne Johnson

Substitute Teacher Coordinator

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Jennifer Martin

Human Resources Secretary

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351 Stumpy Lane

Lebanon, TN 37090

APPLICATION LINE : (615) 453-7321

FAX: (615) 453-7338

WILSON COUNTY SCHOOLS

LEBANON, TN



JOIN OUR TEAM OF SUBSTITUTE TEACHERS



Mission Statement

The mission of Wilson County Schools, in partnership with the community, is to offer students a world-class education that will challenge minds, inspire hopes, and encourage learning.

JOIN OUR TEAM OF SUBSTITUTE TEACHERS...

Wilson County Schools invites you to apply for a substitute teaching position. The following information will acquaint you with the procedures required to become a substitute teachers.



If you are interested in becoming a sub, please come by the Central Office and pick up an application, or contact our substitute coordinator Dianne Johnson at johnsonde@wcschools.com or 453-7330 and she will send you one in the mail.

If you would like additional information on Wilson County Schools before filing your application, please visit us at www.wcschools.com.

Substitute Teaching Requirements

Orientation – Orientation to the substitute teaching process is a requirement of anyone who is interested in becoming a substitute in our county. These orientations are held at the Wilson County Board of Education. After your application has been turned in, you will receive a letter with more details about the orientation including dates and times.

Fingerprinting - After the orientation and all paperwork requirements have been fulfilled, the substitute coordinator will contact you about fingerprinting procedures.

There is a \$48.00 fee for fingerprinting, which will be reimbursed after you have substituted for 30 days within the first year of hire.

Fingerprinting is done at The Mail Room in Lebanon. Registration by our office is required. You will not be printed if you arrive without being registered.

The following steps should be completed by candidates wishing to substitute teach with the Wilson County School System.

- Step 1. Obtain a substitute teacher application from our Central Office.
- Step 2. Turn in your completed application to Dianne Johnson along with all required transcripts.
- Step 3. Receive a letter and attend the Substitute Teacher Orientation Program (Required).
- Step 4. Have all references mailed back to our office and turn in your completed physical form.
- Step 5. When all requirements have been submitted, Mrs. Johnson will contact you regarding fingerprinting.
- Step 6. Once the results of your background check have been approved, you will be contacted to come in for a drug test and to complete all remaining paperwork. Please bring a voided check for direct deposit, your drivers license, and social security card to this appointment.
- Step 7. Once your drug test has come back with good results, you must register with the Substitute Management System.