

SUBSTITUTE INFORMATION SHEET

Substitute Employment Requirements:

In order to be considered for employment as a substitute, we require the following information with your application:

1. Tuberculin skin test
2. References (Complete mailing addresses, including zip codes, are required).

To be considered for a classroom substitute position, the applicant must also provide the following with the application:

1. Official college transcript (must be mailed directly from the college to Orangeburg County Consolidated School District Three or must be in a sealed envelope from the college if hand-delivered)

Effective the 2002-2003 school year, the Orangeburg County Consolidated School District Three Board of Trustees, in order to comply with the new Federal Law PL 107-110, has made the decision to require all classroom substitutes employed with the district to have completed at least two years of study (60 credit hours) at an institution of higher education or to have earned an associate's degree or higher.

For all applicants, the following actions are also required before final approval for employment as a substitute will be granted:

1. Mandatory attendance in a substitute in-service
2. State Criminal Records Check (Personnel Officer will request a state criminal records check from State law Enforcement Division {SLED}.)

Substitute Selection Procedures:

1. Substitutes are only temporary employees.
2. There is no guaranteed duration of employment with the district.
3. No guaranteed specified number of days that substitutes work.
4. During this school year or any subsequent years, the district may choose not to use applicant as a substitute.
5. It is the sole responsibility of each individual school which substitute to select from the substitute list whenever a substitute is needed.