

Thank you for visiting our Substitute Teaching page. Substitute teachers are important to Towns County to ensure classroom learning continues to take place in the absence of a teacher or paraprofessional.

The process of becoming a substitute teacher is outlined below:

- Submit a completed classified application.
- Submit the following for your file:
 - A copy of your high school diploma, GED certificate, or college transcript or teaching certificate. The minimum level of education required for substitute teaching in Georgia is a high school diploma or its equivalent (a GED certificate).
 - 3 confidential reference forms must be completed. These reference forms should not be returned to you. The evaluator is asked to complete the forms and return it to the Towns County Board of Education. Your current and most recent employer, supervisor or evaluator should complete at least one reference form. Reference forms that have been filled out by family members will not be accepted.
 - If you are not a certified teacher, you must complete a Substitute Teacher Training Class. These classes are offered through Pioneer RESA at a cost of \$50. You can contact Pioneer RESA for class dates and to register at 1-866-812-7372 or www.pioneerresa.org. You will need to submit a copy of your Substitute Teacher Training Class Certificate when completed.
 - A consent for background check.
- Fingerprinting. The Towns County Board of Education will notify you if and when you need to complete fingerprinting.
***Substitute employment is contingent on satisfactory results of your criminal history check.

Substitute Teacher Pay Rates

Rate of Pay (for an 8 hour day):

- \$60.00 per/day High School Diploma or GED
- \$70.00 per/day Out of State Teaching Certificate, Inactive GA Certificate or College Degree
- \$90.00 per/day Active GA Teaching Certificate

Additional \$10.00/day for a long term sub

Highly Qualified Long-Term Substitutes will receive 50% of state salary schedule based on years experience and working 8 hours per day. You must hold an active GA teaching certificate in field of area in which you are substituting.