

SUBSTITUTE REQUIREMENTS TRINITY CATHOLIC SCHOOL

The following items and requirements are necessary before beginning a substituting assignment at Trinity Catholic School:

1. A completed application from the Diocese of Pensacola-Tallahassee. (Available in the TCS office or on this school website.)
2. An official or unofficial transcript from an accredited college. (Official transcripts should be mailed from the University directly to the school to the attention of Mrs. Janet Gendusa, Principal.)
3. Current resume.
4. Florida Teaching Certificate, if applicable.
5. Three letters of recommendation that attest to your moral character and work ethic. If you belong to a church, one should be from a pastor or minister.
6. VECHS Waiver Form for Fingerprinting and completion of two Safe Environment on-line workshops: *Recognize, Report & Prevent Child Abuse* and *Detecting Predators: GUARD the Children* found at www.shieldthevulnerable.org. (Further information regarding VECHS is available in the TCS office.)
7. If you have completed a substitute course through Leon County or another source, please provide verification in the form of a certificate or another document. This is not a requirement, but is a valuable asset.
8. Provide any other documentation, such as CPR training, that you may have earned which enhances your possible role as substitute teacher.
9. An interview with the Principal or Assistant Principal. (This can be arranged by calling the TCS office; however documentation listed above, prior to fingerprinting, should be brought to the interview.)

Substitute pay is \$65.00 per day. Substitutes should arrive at 7:30 and sign in at the desk. After your dismissal assignment is completed you may sign out at 3:00. Payments are made on the 15th of each month. Substitutes are asked to dress in a professional manner.

Documentation may be sent electronically to: HUDSONF@TRINITYKNIGHTS.ORG or mailed to: Fran Hudson, A.P. Trinity Catholic School, 706 E. Brevard St. Tallahassee, FL 32308. It may also be brought to our office at this address. Thank you for offering your services to Trinity Catholic School.