

## SUBSTITUTE Checklist

- A completed application from the Diocese of Pensacola-Tallahassee. (Available on the diocesan website: <http://ptdiocese.org/documents/HR/Employment%20Application.pdf> .)
- An official or unofficial transcript from an accredited college. (Official transcripts should be mailed from the University directly to the school.)
- Current resume.
- Florida Teaching Certificate, if applicable.
- 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.
- VECHS Waiver Form for Fingerprinting and completion of six Armatus on-line courses: *Meet Sam, Keeping Your School Safe, Duty to Report, Behavior Management, Policies, and Bloodborne Pathogens*. (Further information regarding VECHS and the Armatus courses is available in the TCS Office.)
- 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.
- Provide any other documentation, such as CPR training, that you may have earned which enhances your possible role as substitute teacher.
- 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.)
- New Hire Packet:
  - New Employee Information Form
  - W-4
  - Payroll Direct Deposit Authorization Form
  - I-9 Eligibility Verification (with copy appropriate documentation)
  - Faculty/Staff Handbook, Mandatory Reporting of Child Abuse Acknowledgement, and Acceptable Use Policy for Technologies
  - Permission for Use of Information or Graphic Image in Media
  - Confidentiality Agreement
  - Conflict of Interest and Code of Business Conduct Policy

Rate of pay is \$11.00. Substitutes should arrive at 7:30 and sign in at the front desk. After your dismissal assignment is completed you may sign out at 3:00. Payments are made on the 15<sup>th</sup> of each month. Substitutes are asked to dress in a professional manner.

Documentation may be sent electronically to: [bechtols@trinityknights.org](mailto:bechtols@trinityknights.org) or mailed to: Stephanie Bechtol, 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.