

Morgan County Schools

Application Procedure for Substitute Teachers

Substitute teachers provide a valuable service to the Morgan County Schools. We appreciate your interest in becoming a substitute teacher. The following information is provided to help you with the application process.

Qualification

Individuals with one (1) or more years of post-secondary education are qualified to substitute for classroom teachers. A copy of your college transcript is required.

Application Procedure

The *Substitute Teacher Application* form is available on the Morgan County Schools website at www.morgan.k12.ga.us. Click on the "Job Opportunities" tab then "Download Applications". Please submit the completed application along with a copy of valid identification and your transcript to:

Morgan County Board of Education
1065 East Avenue
Madison, GA 30650

If you have any questions regarding the application process, please contact Terry Fields at the Board of Education office via e-mail to terry.fields@morgan.k12.ga.us or call (706) 752-4603.

Orientation

Orientation for a substitute teacher is a two-step process.

First, you must attend a four-hour orientation class provided by an acceptable agency. The local agency is Northeast Georgia RESA. Classes are scheduled in Morgan County at least twice each year. If you have an application on file, you will be notified when a class is scheduled in Morgan County. It is also possible to attend the class in another county. Please contact RESA at (706) 742-8292 to determine the date and location of an available session.

After the four-hour class, you are required to complete a classroom observation in one or more of the Morgan County Schools. Instructions for the observation will be provided at the appropriate time.

Employment

When all application, orientation, and fingerprinting requirements are fulfilled, make an appointment with Terry Fields to review your file. You will be recommended to the Morgan County Board of Education to be placed on the substitute teacher list.

Background Check

Morgan County School Board Policy and Georgia State Law require that all staff undergo fingerprinting and a criminal records check prior to employment.

Appointment for Fingerprinting and Criminal Records Check

The Morgan County Board of Education (BOE) has established a procedure with the Morgan County Sheriff's Office for obtaining the required fingerprinting and criminal records check. The sheriff's office is located at 1380 Monticello Road, in Madison, Georgia. Please call the sheriff's office in advance at (706) 342-1507 to make an appointment for the fingerprinting and criminal records check. Appointments are available Monday, Tuesday, Thursday, and Friday from 9:00 a.m. until 11:00 a.m. and 1:00 p.m. until 3:30 p.m. **Please allow an hour for the appointment.**

Charge for Fingerprinting

There is a charge of \$40.00 for processing fingerprints in conjunction with a criminal records check which will not be reimbursed. Payment must be in the form of a cashier's check or money order made payable to **MCSO** (Morgan County Sheriff's Office) and must be presented to the sheriff's officer at the appointment.

Documentation of Fingerprinting

The sheriff's officer will provide a form verifying the fingerprinting and criminal records check has been done. Documentation must be submitted to Terry Fields at the Board of Education Office **prior to the first day of employment.**