

How to become a Substitute Teacher

1. Click on careers
2. Click current openings.

***Note:** this will take you to our online application system*

3. Click create an account

***Note:** you must have an email address to create an account and complete your application process. this is how you will receive further instructions throughout the application process
complete each page of the application and click save at the end of each page to proceed to the next page of the application
attach transcripts if applicable*

4. Once you have completed the application, you should receive a success! Message.
5. You must contact a Sumner county schools Principal about submitting a request to hire for you to be a substitute teacher
6. An email will be sent to the email address you provided on your application once this request to hire is received in human resources. it will also instruct you to follow the fingerprinting procedure which can also be found by clicking on careers
7. When your background check clears, you will receive another email with instructions to log into your application
Click the HR docs tab and complete the employment documents found there.

***Note:** Be sure to click submit at the bottom of each document.*

8. After these documents are submitted you will be contacted by email regarding when to come for your final processing in the Human Resources Department at the Sumner County Board of Education.

Thank you for your interest in substitute teaching