



# INSPIRE STUDENTS

## Become a Substitute with MNPS

Are you interested in working in a rewarding field? Do you prefer having a flexible schedule? Then substitute employment with Metropolitan Nashville Public Schools may be for you.

We are seeking individuals to substitute in support and certificated positions. Substitute support positions such as classroom aides, clerks, and campus security require a minimum of a high school diploma. Substitute teaching positions require a minimum of 60 college credit hours. We offer competitive pay with the potential to earn bonuses.

Want to learn more? Apply online at [www.mnps.org](http://www.mnps.org). If you have questions about the application process, please contact Amber Tyus at [amber.tyus@mnps.org](mailto:amber.tyus@mnps.org).

Rewarding Field

Flexible Schedule

Competitive Pay

Bonuses



LOOK FOR US ON  

# Substitute Application Process

- 1** Complete the online application at <http://www.applitrackcom/mnps/onlineapp/>.
- 2** Candidates must submit two professional reference letters. This can be done by listing names and email addresses of referencing parties as part of the online application or by submitting letters in sealed envelopes to the substitute department.
- 3** Candidates applying as substitute teachers must submit official college transcripts for verification of the 60+ credit hours from an accredited college or university. Those applying for substitute support positions (educational assistants, clerical, nutritional services) must submit a high school diploma or GED scores.
- 4** All candidates must complete and clear a background check. You can register for the background check online at [www.identogo.com](http://www.identogo.com) or by phone at 1-855-226-2937. Upon registering you will be required to give this ORI code, TN930050Z. The cost of fingerprinting is \$38 and is payable by money order in person or via credit card online or by phone. If you choose to print at a location other than Bransford Avenue, please note that you must report to 2601 Bransford Ave to complete the contingency form. Failure to complete the form will result in delayed processing of your background check.
- 5** You must submit a photocopy of your social security card for payroll purposes and one document from List A or documents from BOTH List B and List C to the substitute office prior to being scheduled for orientation. Click on the link for a list of acceptable documents to bring, <http://www.uscis.gov/files/form/i-9.pdf>.
- 6** Substitute teacher candidates must successfully complete the SubSkills Online Training Course at [www.stedi.org](http://www.stedi.org) with a composite score of 85 or better. If you are applying to be a support sub or hold a valid TN teacher's license, the STEDI test is NOT required. The cost of the course is \$39.95. Upon

successful completion of the course, applicants must submit the SubDiploma verifying their composite score.

- 7** After successfully completing steps 1-6 and submitting the completed application packet, your application will be processed. If your application is approved, you will be contacted to attend Substitute Orientation. Please allow a minimum of two weeks for your application to be processed and to be contacted regarding orientation. You must complete the orientation session in order to begin work. If you have questions regarding the application process or orientation, please contact Amber Tyus at [amber.tyus@mnps.org](mailto:amber.tyus@mnps.org).

## Levels of Pay

### Substitute Teachers

Substitute teachers are paid based upon educational level. Please see the breakdown below:

60 credit hours or less than a bachelor's degree - \$73.20 per 7.5 hour day/\$9.76 per hour

Bachelor's degree or higher (Non-certified) - \$78.45 per 7.5 hour day/\$10.46 per hour

Valid TN teaching license - \$83.80 per 7.5 hour day/\$11.16 per hour

Potential to earn an additional \$25 per day for working everyday within the pay period

### Support Substitutes

Support substitute pay is as follows:

High school diploma or equivalent/less than 60 credit hours - \$9.97 per 7.5 hour day