



Process for Becoming a Substitute Teacher:

- Apply online through our website www.martinschools.org.
Click on “**Apply Now**” – “View Current Job Postings” – “Substitute Teacher” posting. The job posting to apply for a Substitute Teaching position is available from August through March. If you submit an application we request that you respond to any correspondence within seven business days in order to keep you application active.
- The minimum requirements to become a Substitute Teacher in Martin County is an Associate Degree, OR a minimum of 60 hours of college credit.
- In order for your application to be considered, it must include three (3) references (**one of these references must be your most recent supervisor**), the substitute course certificate or your current valid teaching certificate, and an official transcript. If you need to complete the substitute certification course, please enroll by clicking [here](#). You will upload your enrollment confirmation to your employment application. The course enrollment form or your teaching certificate **must** be included in your application to be considered.

If you are selected to become a substitute and the position is offered to you, then you will receive the substitute certification course enrollment invitation from [Frontline](#). Please review the Frontline access video by clicking [here](#). The substitute certification course will need to be completed prior to being processed as a new hire unless you have a current valid teaching certificate.

- The Human Resources Department reviews all applications, and once we have a complete application on file, you will receive an email with instructions for your next step in the process. The email will include information confirming your appointment with an HR Specialist along with instructions to follow for onboarding, fingerprinting, and drug screening.
- After the Human Resources Department reviews and approves your fingerprint and drug screen results and you attend the online HR orientation you will be contacted to begin accepting substitute jobs.

If you have any questions or need assistance, please contact Human Resources
772-219-1200 ext. 30242