

OKALOOSA COUNTY SCHOOL DISTRICT  
Personnel Services Department  
**Request to Add Substitute Position**

MIS 5291  
Rev 03/19

I am a current  instructional employee/substitute  non-instructional employee/substitute

with the School District of Okaloosa County. I am requesting to be listed on the Okaloosa County substitute roster as a substitute \_\_\_\_\_

(Ed Support Only) (NOTE: You cannot add Substitute Teachers with this form. See **note** below.)

for the  current school year  current summer term only.

I am requesting to be added to the roster in this substitute position effective \_\_\_\_\_ .

My job site/base school is \_\_\_\_\_ .

**NOTE: FOR SUBSTITUTE TEACHER ONLY**

You must come to Personnel to finish required paper work needed for substitute teaching. Also, you must have a current Florida Professional Educator's Certificate or a current Okaloosa County Substitute Teaching Certificate in order to do any substitute teaching. Bring this form to the Personnel Office along with exact cash or check in the amount of \$45.00 to purchase a current Okaloosa Substitute certificate and complete the required paperwork.

\_\_\_\_\_, (print name) \_\_\_\_\_, have met all district criteria required to serve in

this position. To enter permanent employment, I must have a current application online.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee ID Number \_\_\_\_\_

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<u>Job Title</u>	<u>Rate of Pay</u>	<u>Job Code</u>		
Bus Driver	Current Minium Wage	77	Substitute Teacher	Job Code - 70
Classroom Assistant	Current Minium Wage	79		
Custodian	Current Minium Wage	72		
Day Care Worker	Current Minium Wage	71	Non-degreed	\$65.63/day-\$8.75/hour
Laborer	Current Minium Wage	61	Bachelors or higher degree	\$90.23/day-\$12.03/hour
Lunchroom Monitor	Current Minium Wage	76		
Lunchroom Worker	Current Minium Wage	75		
Secretary	Current Minium Wage	78		
Transportation Asst.	Current Minium Wage	74		