

## **Substitute Applicants**

All applicants for substitute positions must complete a supporting documentation packet as well as a substitute application. The packet can be picked up at the Tazewell County School Board Office during working hours, 7:30 a.m. to 4:00 p.m.

Prospective substitutes are required to attend a training session. These sessions vary based upon the type of substitute position. Training for substitute cooks, custodians, and bus drivers can be arranged through the appropriate supervisor. Training for substitute teachers is mandatory. The schedule for 2011-2012 is listed below.

### **Substitute Teacher Workshop Schedule**

<b>Wednesday</b>	<b>July 20, 2011</b>
<b>Tuesday</b>	<b>August 30, 2011</b>
<b>Thursday</b>	<b>September 22, 2011</b>
<b>Tuesday</b>	<b>October 18, 2011</b>
<b>Wednesday</b>	<b>November 30, 2011</b>
<b>Thursday</b>	<b>January 19, 2012</b>
<b>Tuesday</b>	<b>February 21, 2012</b>
<b>Wednesday</b>	<b>March 21, 2012</b>
<b>Thursday</b>	<b>April 19, 2012</b>

- All workshops will be held in the Stephen Peery Technology Center (located on the right of the entrance road to Tazewell Middle School)
- All workshops will begin at 10:00 a.m. and last approximately 1 ½ - 2 hours
- All application paperwork must be submitted to the Human Resources Office before registering for the workshop