

SUBSTITUTE TRAINING CLASS

A substitute training class will be offered on Thursday, **January 14, 2021, from 8:30 a.m. – 3:30 p.m.** Training will be held at the **Baker County School Board Meeting Room located at 270 South Boulevard East, Macclenny, Florida.** This location is at the Baker County Superintendent's Office not the Baker County School Board Office.

In order to register for this class, you must have a high school diploma or equivalent, and have completed the following:

- An application must be completed online to participate in the substitute training class. Please click on the following link to complete your application.
<https://bakerskyward.nefec.org:444/scripts/wsisa.dll/WService=wsFin/rapplmnu03.w>
- You must meet all of the requirements for part-time employees. Please note: substitutes are not considered full-time employees and will be used on an **as needed** basis only.
- The fingerprinting process which is conducted at the District Office (392 South Boulevard East, Macclenny, Florida) between the hours of **8:30 a.m. and 3:00 p.m. on Monday – Thursday.** The cost is **\$51.25** and must be paid by credit/debit card or money order.
- A drug test at a cost of **\$30.00.** Contact Kim Green at (904-259-0426) at the District Office Located at 392 South Boulevard East, Macclenny, Florida to schedule an appointment regarding proper procedures between the hours of **8:30 a.m. and 3:00 p.m. on Monday – Thursday.**

This class will be filled on a first come first serve basis. No one will be enrolled in the class until all requirements have been met. There is a maximum of 25 participants.

The dress attire is business casual.