

## Step-By-Step Guide to Substituting in Richland County School District One

To be approved to be a substitute in Richland School District One, applicants must satisfy the following requirements:

### QUALIFICATIONS

Be 21 years of age and have a high school diploma/GED/2 or 4-year college degree or hold a valid educator certificate. If under age 21, a minimum of 24 semester hours of earned college credit is required.

### STEP 1

Complete a Richland County School District One online application through the PATS system at [www.richlandone.org](http://www.richlandone.org). Prior to the interview, the Office of Human Resources will review the application and conduct a State Law Enforcement Division (SLED) criminal background check and a Sex Offender Registry check. Documents to be submitted prior to the interview are:

- Proof of educational experience (teaching certificate, high school diploma official college transcript or a combination of an unofficial transcript and a copy of the degree )
- Three Substitute Letters of Reference (references are to be submitted from individuals who can attest to your abilities and skills as it relates to the position for which you are applying)

### STEP 2

Call the Substitute Center at 231-7431 to request to be scheduled for an interview. If you are unable to keep an appointment, you must contact the Substitute Center. Failure to do so will result in a three-month wait before being rescheduled. Applicants report on the appointed date and time to the Stevenson Administration Building (SAB), located at 1616 Richland Street. The interview is conducted and a recommendation is made by the interviewer to “refer,” “refer with reservations,” or “decline” to hire on each applicant. If a recommendation is made to “decline,” the applicant will be contacted.

### STEP 3

Following the interview, applicants are referred to the Substitute Center to be scheduled for the next available Guest Teacher Training and to pick up a packet. The **New Employee Orientation** and **Guest Teacher Training** begin at 12:00 noon until approximately 7:00pm and are held once a month at Olympia Learning Center. Candidates are required to bring their driver’s license, social security card, and a voided check for payroll purposes. Substitutes will have the option of joining the South Carolina Retirement System (SCRS).

Applicants are required to complete an essay during the training, and pass the online assessment with a minimum score of 75 before the deadline. Information regarding the online assessment is provided during the training.

Packets include a copy of the payroll calendar and directions to the training site. The following items are also included in the packets and are to be completed and brought to the training class:

Letter of Agreement, Acknowledgement of District Policy, Certificate of Evaluation for Tuberculosis, Site Preference Form, and SC DSS Consent to Release Information Form

Upon receipt of all documents and completion of all requirements, candidates are eligible to be hired as a Guest Teacher. Once hired, a pin number will be generated, and candidates will be notified of their status.

**All scheduling and job assignments are done through the automated SubFinder system.**