



ROBERT EDWARDS  
SUPERINTENDENT

# Lafayette County School Board

363 N.E. Crawford Street- Mayo, Florida 32066-9248

Telephone: (386) 294-1351

FAX: (386) 294-3072

## MEMORANDUM

***Thank you for applying for a position with the Lafayette District Schools.***

Before being approved for employment with our school district, you must have your fingerprints processed with a clear report from FDLE and the FBI. This process costs \$82.00 and must be paid during the online scheduling process, payable by credit card or debit card.

Additionally, you must have a pre-employment drug screening performed with clear report. This is scheduled by and performed at the District Office. This process costs \$35.00 and is payable by cash or check make payable to LCSB.

***Call April Young at 294-1422 for information to set up an appointment for fingerprinting and drug screening.***

Below you will find the additional guidelines for substitute employment positions:

### **Substitute Teacher:**

1. Fill out and return a completed application.
2. Complete fingerprint procedure as outlined in the beginning paragraph.
3. Complete pre-employment drug screening.
4. Complete the Substitute Teacher Training.
5. Must have a High School Diploma or equivalent (GED).

### **Substitute Clerical and/or Para Professional:**

1. Fill out and return a completed application.
2. Complete fingerprint procedure as outlined in the beginning paragraph.
3. Complete pre-employment drug screening.
4. Must have a High School Diploma or equivalent (GED) or passing score on Para Pro test.

**Substitute Custodian, Maintenance or Food Service:**

1. Fill out and return a completed application.
2. Complete fingerprint procedure as outlined in the beginning paragraph.
3. Complete pre-employment drug screening.
4. A physical exam is required for all Food Service workers (the physical forms may be obtained from April Young at the district office).
5. A cleared TB test is required for all Food Service employees.

**Substitute Bus Driver:**

1. Fill out and return a completed application.
2. Complete fingerprint procedure as outlined in the beginning paragraph.
3. Complete pre-employment drug screening.
4. Driving record must be clear of violations.
5. Prior driving experience preferred.
6. A physical exam is required of all bus drivers (the physical is set up by the Transportation Director).
7. All applicants must hold a valid commercial driver's license (CDL) with Passenger and School Bus Endorsement.

When all of the above requirements have been met, your name will be submitted for consideration at the next regularly scheduled meeting of the Lafayette County School Board.

If you should have any questions, please feel free to call Scott Sadler (Transportation Director) at 386-294-4136, Janene Fitzpatrick (Director of Teaching & Learning Services) at 294-4137, or April Young (Personnel Specialist) at 294-1422.

**DARREN DRIVER**  
DISTRICT ONE

**JEFF WALKER**  
DISTRICT TWO

**MARION MCCRAY**  
DISTRICT THREE

**KIMBERLY ADAMS**  
DISTRICT FOUR

**TAYLOR MCGREW**  
DISTRICT FIVE

- An Equal Opportunity Employer -