ROBERT EDWARDS
SUPERINTENDENT

Lafayette County School Board

363 N.E. Crawford Street· Mayo, Florida 32066-9248
Telephone: (386) 294-1351
FAX: (386) 294-3072

M E M O R A N D U M

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

Before being approved for employment as a substitute in any capacity with our school district, you must have your fingerprints processed and determined to be eligible for employment in accordance with applicable Florida Statutes and State Board of Education rules. For additional information on the process and requirements please access the Florida Care provider Background Screening Clearinghouse education and awareness site at HB531 | Florida Agency for Health Care Administration. The process costs $85.00 and is paid for by the applicant during the online scheduling process (payable by debit card or credit card).

Additionally, LCSB requires a pre-employment drug screening be performed and results meet eligibility for employment. This is scheduled by and performed at the District Office. This process costs $50.00 and is payable by cash or check made 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 paper 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 the requirements to be employed by the LCSB 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 (Director of Support Services) 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 -