



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 \$51.25 and must be paid in advance at the District Office, payable by credit card, debit card, or money order (made payable to 3M Cogent, Inc.). Call April Young at 294-1422 to set up an appointment for fingerprinting.**

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 the Substitute Teacher Training
4. 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. 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. A physical exam is required for all of these positions (the physical forms may be obtained from April Young at the district office).
4. 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. All applicants must have five years of driving experience.
4. A physical exam is required of all bus drivers (the physical is set up by Joey Pearson).
5. All applicants must hold a valid commercial drivers license with Passenger Endorsement.
6. All applicants must complete 40 hours of pre-service training consisting of at least 20 hours of classroom instruction and 8 hours of behind-the-wheel training.

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 Alissa Hingson (Director of Teaching & Learning Services) at 294-4137, or, April Young at 294-1422.

**DARREN DRIVER**  
DISTRICT ONE

**JEFF WALKER**  
DISTRICT TWO

**MARION MCCRAY**  
DISTRICT THREE

**AMANDA HICKMAN**  
DISTRICT FOUR

**TAYLOR MCGREW**  
DISTRICT FIVE