

# Tennessee Employment Requirements

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## General Requirements:

Individuals becoming a substitute teacher, para-professional, classroom aide, or other educational position must meet State and willSub requirements. In addition to these requirements, the applicant should have some basic experience related to managing a classroom of students to ensure learning objectives are achieved.

These will include:

- Be 18 years of age or older
- Excellent communication skills (written & oral)
- Highly organized with exceptional time management skills
- An interest in working with students of various age groups
- Ability to create a positive learning atmosphere, focused on student involvement/interaction
- Ability to manage conflict and obtain positive results
- Professional demeanor and personal integrity
- Ability to demonstrate safe work habits and maintain a safe environment for students
- Ability to successfully pass all criminal background checks
- Must complete all required on-line training modules provided by Global Compliance Network (GCN)
- Ability to travel to various buildings within the district(s)
- Adherence to all willsub policies and all school district policies/guidelines

## Education Requirements:

- The State of Tennessee requires all substitutes to have a least a high school diploma or GED.

## Background Check Information:

- The State of Tennessee requires a background check. All applicants must be fingerprinted using [IdentoGO Fingerprinting & Enrollment Services](#).
- The ORI Code and fingerprinting instructions are found within the application under the Background Check step.
- The fee to be fingerprinted is currently \$32.65.

*The results of your background check will be sent to designated school district.*