

# Alabama Employment Requirements

## General Requirements:

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

These will include:

- Be 18 years of age or older (*some district specific requirements may apply*)
- 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 PCMI policies and all school district policies/guidelines

## Permit & Education Requirements:

- The State of Alabama requires all substitute teachers to possess an unexpired Alabama teaching certificate or to obtain a substitute license.

**To apply for a substitute license, you are required to complete an application for a substitute license at <https://www.alsde.edu/sec/ec/Substitute/FORM%20SUB.pdf>**

1. Obtain a recommendation by a school administrator (section IV of the application).
2. Provide the district with verification of high school completion.
3. Obtain a background check.
4. Submit the application to the school district.
5. Pay the substitute license application fee of \$30.00 to <https://www.alabamainteractive.org/education/>.
6. Your substitute License is good for 5 years.

## Background Check Information:

- You are required to be fingerprinted.
- Visit [https://cogentid.3m.com/al/index\\_adeNew.htm](https://cogentid.3m.com/al/index_adeNew.htm) for the fingerprinting process and to register.
- The fee to be fingerprinted is \$46.95.

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