

Arkansas Employment Requirements

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

Certifications and Licenses:

- The State of Arkansas requires all substitutes to have a High school diploma or GED
- Some districts increase pay based on education level and certifications. Education levels and certifications must be verified with "OFFICIAL" United States accredited college transcripts and/or State of Arkansas teaching certificates.

Additional information is available at the [Arkansas Department of Education](#) website.

Background Check Information:

- Arkansas State Police, FBI, and Child Maltreatment Central registry background checks are required.
- The appropriate **fee** must accompany the background check application.
- **Links to available forms are provided during the application process.**

Additional information is available at the [Arkansas Department of Education](#) website.

It may take up to 60 days for results to be posted (PCMI has no control over this timeframe).

Applications cannot be processed until the ASP, FBI and CMC results are posted.