



The Hart County School District partners with Education Management and Staffing Solutions [ESS] to manage the local substitute program. ESS is accepting applications for Substitute Teachers and Paraprofessionals.

ESS would love to have you join their team! The first step to becoming a substitute in Hart County Schools is to complete an online application by following these instructions:

- Go to ESS.com/jobs
- Select Hart County (GA) > Apply Now
- Select Substitute Teacher or Substitute Paraprofessional and follow prompts to complete your online application

The next In Person orientation and training is scheduled for **January 31, 2024 from 8:30 to 12:00 pm** at the HCBOE, 284 Campbell Dr., Hartwell, GA. Online options for orientation and training are also available. You will be notified by email of upcoming orientations and training once a completed application has been accepted.

You will need to provide a picture for your badge and two forms of ID for your I9 Employment Eligibility Verification Form after your orientation. (Commonly used - Driver's license and Social Security card)

In addition to orientation and training, you will be required to complete a Background Check and Fingerprinting. The cost is \$48. Bring a card or exact change to schedule your background check.

Once you have successfully completed your application, training, and background clearance, you will receive ESS hiring forms that you will need to complete online such as your W4, direct deposit, and district release forms.

The Pay Rate as a Substitute in Hart County is as follows:

Full Day Certified* Substitute Teacher or Paraprofessional - \$100/day

Full Day Non-Certified Substitute Teacher or Paraprofessional - \$70/day

* Certified refers to teacher certification

If you have any questions, please contact

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