

LAWRENCE COUNTY  
SCHOOL  SYSTEM

1620 Springer Road, Lawrenceburg, TN 38464

Anyone that would like to be a substitute teacher in the school system that has not previously attended a substitute teacher training should follow the steps provided below. This includes licensed teachers that are not currently employed but are interested in substituting and/or completing leave of absences.

1. Complete a substitute teacher application via the LCSS website by going to Employment Opportunities and clicking Apply Online. This redirects to an alternate website where an account must be created in order to complete an application. Be sure to save username and password.
2. After substitute teacher application is completed online, print and complete ALL required paperwork provided on the LCSS website. These documents include Direct Deposit Acknowledgement, Direct Deposit Application, Direct Deposit Policy (keep), Fingerprint Application, Waiver Agreement & Statement for Criminal History Check, Acknowledgement of Receipt of Criminal History Check Information, Agency Privacy Requirements (keep), Applicant's Privacy Rights (keep), Pre-employment Drug Testing Consent & Release, Pre-employment Drug Screening form, Drug Free Workplace Letter to All Employees (keep), Employee Certificate of Agreement - TN Drug Free Workplace, I-9, and W-4.
3. After all paperwork is completed, schedule an appointment with HR Secretary (762-3581) to submit **completed** paperwork and to complete necessary screenings such as background check and drug screen. Bring a valid driver's license, social security card, and voided check to this appointment. Please do not come to this appointment without paperwork completed.
4. Upon completion of paperwork and satisfactory screening results, an appointment will be made for the required substitute training to be completed. It will take at least a full day to complete.
5. Upon completion of required initial substitute training, active substitute status will be provided.

Contact Kathy Burks or Robin Thompson at 931-762-3581 with any questions.