Polk School District

Substitute Orientation Session

August 21, 2014 1:30 p.m. – 4:00 p.m.

Registration for the Polk School District Substitute Orientation is available online*. We will be offering the orientation again in November and February.

- [http://www.polk.k12.ga.us](http://www.polk.k12.ga.us)
- Quick links
- Employment
- Click Applicanttrack
- Click Substitute
- Follow the on screen instructions

A maximum of 60 participants will be accepted for this training session. Registration will close once all spots are filled. Our orientation class is open to any individuals, including certified teachers interested in subbing.

Please note you must complete the initial Substitute Teacher training provided by a Regional Educational Service Agency (RESA) AND the Polk School District Orientation before we will be able to submit your name to our Board of Education for approval as a substitute. The link for registration for the RESA class is listed below.

**Requirements needed:**

- Minimum of High School diploma or GED
- Completion of at least four (4) hours of initial Substitute Teacher training provided by a Regional Educational Service Agency. Individuals who possess a valid or expired Georgia professional teaching certificate or Paraprofessional certificate are exempt from this training requirement.
  - Northwest GA RESA training offerings:

**Orientation location:** Polk School District Board of Education

612 South College Street

Cedartown, Ga.

Board Room

*Registration for this class is ONLY available online.

All paperwork (copy of valid or expired teaching or paraprofessional certificate; proof of highest degree of education; Social Security Card, and driver’s license) will need to be submitted to the Polk School District Board of Education office by August 18, 2014.

For general questions and/or concerns regarding the training class, please contact Peggy Ruppert at pruppert@polk.k12.ga.us or David Robinson at davidr@ppolk.k12.ga.us