

Dear Prospective Employee,

Thank you for your interest in employment with the District School Board of Pasco County. We have many exciting opportunities for you to make a difference in the life of a child.

*"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it's the only thing that ever has."* - Margaret Mead

If you are someone with a desire to change the world, one child at a time, then we need you! We are looking for dedicated professionals to help us provide a quality education to every child in Pasco County. Specifically, we need substitute teachers who can ensure that learning continues in our classrooms, even when our teachers are absent.

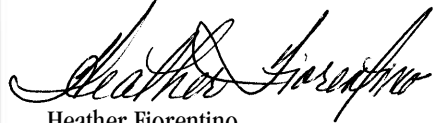
Our district vision is to create a community which works together so that all students reach their highest potential. In order to realize this goal, we need a team of caring role models who are willing to mold future generations. We value each of our employee's unique contributions to our school system, because we truly understand that it takes an entire team to educate a child. Substitute teachers are an invaluable part of that team.

Pasco County is one of the fastest-growing communities in the nation. While most districts in Florida are experiencing a decline in student enrollment, we are still growing. We need dedicated educators to staff those schools and a pool of trained substitute teachers ready to assist.

Pasco County is not only a wonderful place to work, but also a great place to live and raise a family. Our county offers suburban areas with modern facilities, homes and apartments. We also have the perfect climate and are in close proximity to many beaches, big-city cultural events, amusement parks and sports teams.

You have the opportunity to make a lasting positive impact on our community, for today's students are tomorrow's leaders. I welcome you to join our very own group of thoughtful, responsible citizens who are trying to change the world and hope you will choose to share your time and talents with the children of Pasco County.

Warmest regards,



Heather Fiorentino  
Superintendent of Schools



The Difference is You!

**JOIN THE PASCO TEAM**

## Employment with Pasco County Schools

We appreciate your interest in seeking employment with Pasco County schools. Our web site is designed to assist you with your job search and to ensure that you understand the requirements needed to be employed.

### 1. ON-LINE APPLICATION

Complete the **On-line Application** (<http://www.pasco.k12.fl.us>, click EMPLOYMENT OPPORTUNITIES) and submit the required documentation. Listed below are the items needed to complete your file.

### 2. TRANSCRIPTS

If you have attended college, official transcript(s) are needed for each college attended.

### 3. REFERENCES

Three (3) professional references are required. One must be from the immediate supervisor at your present or most recent place of employment. One should be from another supervisor, and the third may be from another supervisor or co-worker. When listing your references with the online application please provide an e-mail address for each reference. An electronic reference form will be sent to each reference. You may also print the reference forms or have your references print the forms from our web site. It is the applicant's responsibility to have references completed and returned to the following address:

District School Board of Pasco County  
Department of Human Resources  
7227 Land O' Lakes Boulevard  
Land O' Lakes, FL 34638



*Pasco County Schools Promote  
Equal Educational and  
Employment Opportunities*

## 4. EMPLOYMENT PREFERENCES

Please indicate under the employment preference section whether you are interested in instructional and/or non-instructional substituting.

Once your application is complete, you will receive information in the mail about training and fingerprinting.

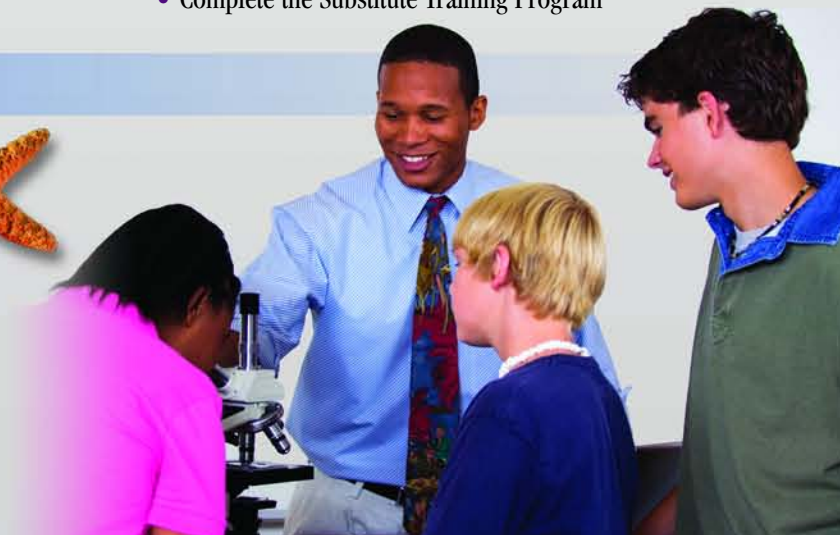
Please call Sub Central for training and fingerprint appointments no later than one week prior to your training date.

Following your training you will be approved to substitute.

If you have questions, please call Human Resources at 813-794-2154.

## TO BECOME A SUBSTITUTE IN PASCO COUNTY SCHOOLS, APPLICANTS MUST:

- Be at least 18 years old
- Have a completed application
- Have a minimum of a high school diploma or Graduate Equivalency Degree (GED) (Instructional Subs Only)
- Have a touchtone telephone
- Be able to work on short notice
- Perform duties and responsibilities of a substitute (see Job Description)
- Complete the Substitute Training Program



# Welcome to Pasco County Schools

## Pasco County Substitutes Have Choices!

- Select schools or locations
- Determine the number of days to work (two day minimum required)
- Choose the kinds of jobs that you want
- Participate in training

## SUBSTITUTES PROVIDE SERVICES IN THESE AREAS.

### FOOD AND NUTRITION

Helping to build a healthier student body by preparing and serving nutritious student meals is the goal of Food and Nutrition Services. A variety of permanent and substitute positions with flexible hours and benefits are available throughout Pasco County. Professional development classes and a management training program allow qualified applicants to seek advancement opportunities in cooking or school food service management.



### CUSTODIAL SERVICES

School housekeeping opportunities directly affect the education of children by providing a safe and sanitary environment for learning.

### INSTRUCTIONAL ASSISTANTS

Instructional Assistants work directly with teachers and students in the classroom setting. Instructional Assistants are responsible for helping teachers in organizing and implementing the academic program.

### INSTRUCTIONAL SUBSTITUTES

Instructional substitutes work directly with students to ensure the continuation of teaching in the absence of the regular classroom teacher. Responsibilities include carrying out lesson plans as prescribed by the teacher, classroom management, etc.

### PREKINDERGARTEN SERVICES

This department administers the Head Start, Early Head Start, and Voluntary Pre-K programs for preschoolers. These programs require all classrooms to maintain adult/child ratios appropriate to the age of the children. Maintaining these ratios requires employment of non-instructional personnel and/or substitutes throughout the year. In addition, the federally funded Head Start/Early Head Start programs are designed to promote family self-sufficiency. Therefore, the department will provide assistance with fingerprinting costs for families of currently enrolled Head Start/Early Head Start children who wish to pursue substitute opportunities within the program.



## District School Board of Pasco County Sub Central

7227 Land O' Lakes Boulevard  
Land O' Lakes, Florida 34638  
(352) 524-2947, 2946, 2845  
(813) 794-2947, 2946, 2845  
(727) 774-2947, 2946, 2845

### SUBSTITUTE TEACHER JOB DESCRIPTION:

This employee is responsible for carrying out the lesson plans of the teacher for whom he/she is substituting and meeting the duties of teaching as outlined in laws and policies.

Duties of this position include but are not limited to:

- Following the lesson plan left by the teacher in accordance with district's philosophy, goals and objectives.
- Meeting and instructing assigned classes in the locations and at the times designated.
- Establishing and maintaining order in the classroom.
- Maintaining a classroom environment conducive to effective learning.
- Taking all necessary and reasonable precautions to protect students, materials, equipment, and facilities
- Assisting in upholding and enforcing school rules, administrative regulations, and School Board Policies.
- Cooperating with school personnel.
- Establishing and maintaining cooperative relations with other employees.
- Reporting to the principal or his/her designee at the beginning and end of the school day.
- Other responsibilities as directed by the principal.

### REQUIRED QUALIFICATIONS:

- High School Diploma or equivalent.
- Completion of district training.

### DESIRED QUALIFICATIONS:

- Bachelor's degree.
- Experience working with students.



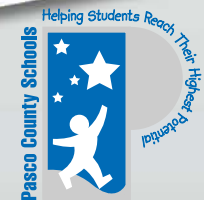
## District School Board of Pasco County

Heather Fiorentino, Superintendent  
Allen Altman, Board Member, District 1  
Marge Whaley, Board Member, District 2  
Cathi Martin, Board Member, District 3  
Kathryn Starkey, Chairman, District 4  
Frank Parker, Vice Chairman, District 5

# The Difference is You! JOIN THE PASCO TEAM



## SUB PASCO



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Heather Fiorentino, Superintendent