

CLASSIFIED SUBSTITUTE GUIDELINES

All individuals desiring to substitute as a:

- Instructional Assistant
- Secretary/Clerical
- Cook (applicants must also meet with Beth Cunningham, Food Service Director)
- Bus Monitor
- Custodian
- Bus Driver (applicants must also meet with Danny Davis, Director of Maintenance and Transportation)

for the Marshall County Board of Education must meet the following District or State qualifications.

1. All applicants must provide a copy of their high school diploma or GED certificate.
2. All applicants must have a satisfactory Kentucky State Police background check. Although applicants are printed at the local sheriff's department, the background cards are obtained from the Marshall County Board of Education. After being printed you will return the card to the MCBOE, along with the \$20.00 processing fee (personal or cashier's check is preferred, please make checks to MCBOE).
3. Applicant must have a copy of a current physical examination and a form that indicates that the applicant has been evaluated as to whether or not a TB skin test proves necessary. Physical exam and TB skin test/evaluation must have been done within twelve (12) months of the application date.
4. Applicants must provide two letters of reference.

Under normal circumstances, no application will be accepted until all necessary/required paperwork and background checks are completed.

If at anytime you can no longer substitute for the Marshall County School System please contact Renada Harmon at (270) 527-8628 at the Board of Education Office to have your name removed from the substitute list.