

Bay District Schools

How to become a SUBSTITUTE

Easy Application Process

Click the links below for instructions and to pay your annual Substitute Application Fee:

[Sub Application Payment Instructions](#)

[Substitute Application Fee Link](#)

Contact the Substitute Registrar
for more details.

subs@bay.k12.fl.us

850-767-4230

1311 Balboa Avenue
Panama City, FL 32401



REQUIREMENTS INCLUDE:

- Minimum Age = 18
4 years from high school graduation to sub in a high school
- High school diploma or GED
- Substitute application fee = \$25
- Level II Background Check (fingerprinting = \$75)
- Complete Online Training Course (Beacon Educator \$20.25)
- 2 forms of identification
- Account for direct deposit + copy of Social Security card for payroll

Monthly Incentive Bonus

Sub 10 shifts per month = \$100
Sub 15 shifts per month = \$200

Flexible Schedule
Pick Your Schools



Substitute Hourly Pay Rate: \$15.00

Getting started:

- 1) Click the link above for **directions** on completing the application payment.
- 2) Click the payment link, create an account and pay the \$25 fee.
Note: add name, email, phone # in order to receive additional information
- 3) Watch for an email from subs@bay.k12.fl.us