



East Central Lower Elementary
Substitute Procedures
2020-2021

- Must apply online at district website: www.jcsd.k12.ms.us click on vacancies, then start application for employment and submit
- Must make appointment at district office 228-826-1757 ext. 0101 to be fingerprinted, once you are cleared you will be directed to the drug screening facility to be tested
- Must take Social Security card and driver's license to your appointments
- Cannot substitute until fingerprints, background check and drug test have been cleared
- Must also provide a voided check for Direct Deposit to district office for payroll
- Previous substitute's already on the list who have worked within the last 6 months are still approved to substitute, if you have not you will be required to restart the application process