



THE TATNALL SCHOOL

Thank you for your interest in joining the substitute team at The Tatnall School for the upcoming school year. A Bachelor's degree (or higher awarded degree) is required for substituting in the Lower School, Middle School, and Upper School. Substitutes in the Early Childhood Division do not have the requirement of a Bachelor's degree.

To be considered for a substitute position, the following steps need to be taken:

1. Forward your resume to Sharon Vandiver in the Business Office at sharonvandiver@tatnall.org with an email detailing which Division(s) you would like to be considered for as a substitute.
 - Early Childhood - age 2 - Pre-K
 - Lower School - grades K - 5
 - Middle School - grades 6 - 8
 - Upper School - grades 9 -12
2. Your resume will then be distributed to the Division Office(s), and you will be contacted to schedule an interview.
3. If you are selected as a substitute candidate, you will be asked to provide employment information, including a background check/fingerprint report and TB test.
4. Once all forms, background check/fingerprint report, and TB test have been received, the Division Office(s) will add you to their substitute rosters.

Substitute stipends are:

\$120 - full day

\$60 - half day

Timesheets are required to be completed and signed for each date that you substitute and are available from Division Office Coordinators. Payroll is processed bi-monthly via direct deposit on the 15th and on the 30th of each month.

If you have any questions, please contact:

Sharon Vandiver
Payroll & Benefits Administrator
(302) 892-4328
sharonvandiver@tatnall.org