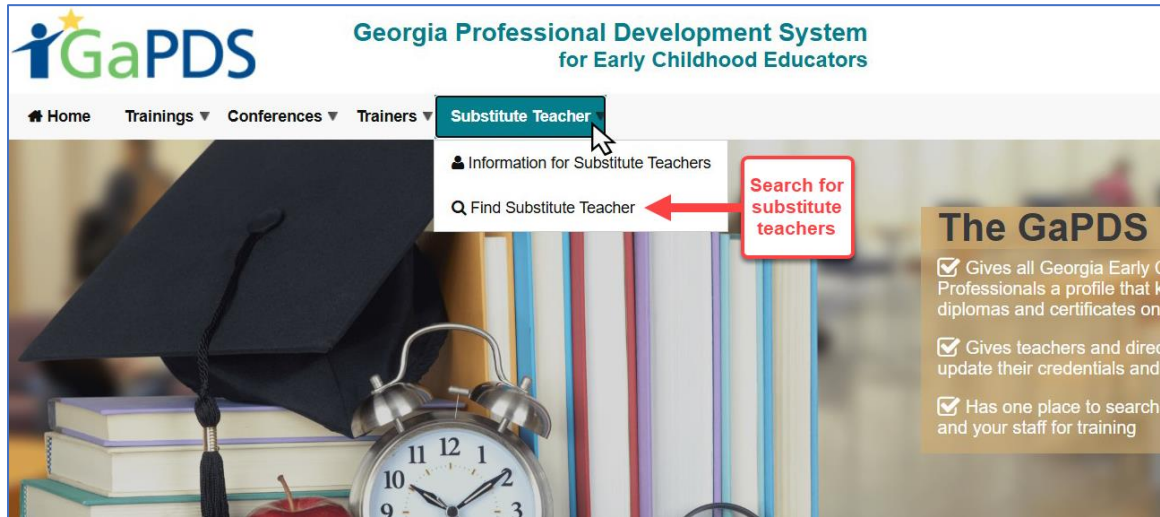
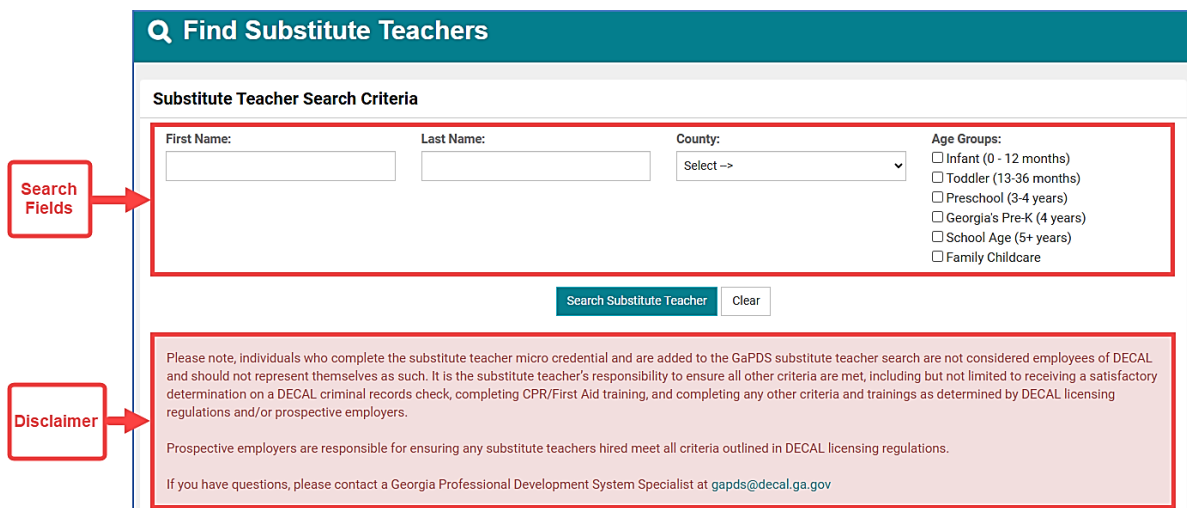


How to use the Substitute Teacher Search

1. To locate a Substitute Teacher, click on the **Substitute Teacher** tab and then select **Find Substitute Teacher**.



2. On the Find Substitute Teachers page:
 - (a). Read the Disclaimer.
 - (b). Enter or select a search criteria. If needed, refer to the [Search Methods Guide](#) for additional assistance.



Find Substitute Teachers

Substitute Teacher Search Criteria

First Name: Last Name: County: Age Groups:

☐ Infant (0 - 12 months)
☐ Toddler (13-36 months)
☐ Preschool (3-4 years)
☐ Georgia's Pre-K (4 years)
☐ School Age (5+ years)
☐ Family Childcare

Please note, individuals who complete the substitute teacher micro credential and are added to the GaPDS substitute teacher search are not considered employees of DECAL and should not represent themselves as such. It is the substitute teacher's responsibility to ensure all other criteria are met, including but not limited to receiving a satisfactory determination on a DECAL criminal records check, completing CPR/First Aid training, and completing any other criteria and trainings as determined by DECAL licensing regulations and/or prospective employers.

Prospective employers are responsible for ensuring any substitute teachers hired meet all criteria outlined in DECAL licensing regulations.

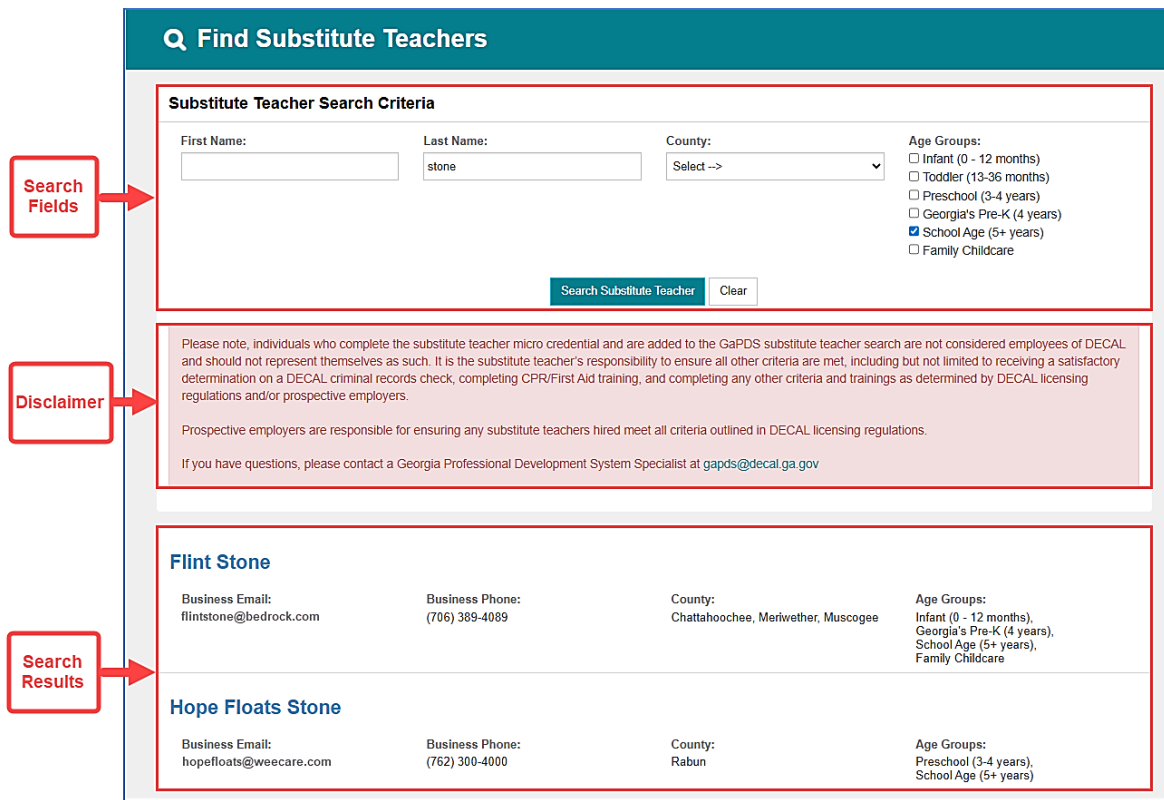
If you have questions, please contact a Georgia Professional Development System Specialist at gapds@decals.gov

FIGURE 1 – SEARCH FIELDS AND DISCLAIMER

- (c). Click **Search Substitute Teacher** to display the list of teachers who meet the search criteria.

3. In the search results grid, the following information for each Substitute Teacher will display:

- Name
- Business Email
- Business Phone
- County(ies) of Business
- Age Groups served



Q Find Substitute Teachers

Substitute Teacher Search Criteria

First Name: Last Name: County: Age Groups: ☐ Infant (0 - 12 months) ☐ Toddler (13-36 months) ☐ Preschool (3-4 years) ☐ Georgia's Pre-K (4 years) ☒ School Age (5+ years) ☐ Family Childcare

Please note, individuals who complete the substitute teacher micro credential and are added to the GaPDS substitute teacher search are not considered employees of DECAL and should not represent themselves as such. It is the substitute teacher's responsibility to ensure all other criteria are met, including but not limited to receiving a satisfactory determination on a DECAL criminal records check, completing CPR/First Aid training, and completing any other criteria and trainings as determined by DECAL licensing regulations and/or prospective employers.

Prospective employers are responsible for ensuring any substitute teachers hired meet all criteria outlined in DECAL licensing regulations.

If you have questions, please contact a Georgia Professional Development System Specialist at gapds@decals.ga.gov

Search Results

Flint Stone

Business Email: flintstone@bedrock.com Business Phone: (706) 389-4089 County: Chattahoochee, Meriwether, Muscogee Age Groups: Infant (0 - 12 months), Georgia's Pre-K (4 years), School Age (5+ years), Family Childcare

Hope Floats Stone

Business Email: hopefloats@weecare.com Business Phone: (762) 300-4000 County: Rabun Age Groups: Preschool (3-4 years), School Age (5+ years)

FIGURE 2 – RESULTS USING SEARCH CRITERIA “SCHOOL AGE (5+ YEARS)”.

Note: Only Substitute Teachers who have achieved a Substitute Teacher Micro Credential will appear in the search results.

Search Methods Guide

This guide outlines various search approaches to help you effectively locate individuals using First Name, Last Name, County, and Age Groups. Each method is designed to accommodate different levels of information and search needs.

Search Method	What to Do	Example
Basic Field Search	Enter exact values in each field	- First Name: Flint - Last Name: Stone
Single-Criteria Search	Use one field only	Age Group: School Age
Multi-Criteria Search	Combine multiple fields	- First Name: Flint - County: Muscogee - Age Group: Family Childcare
Group-Based Search	Select multiple checkbox	Age Groups: Toddler + School Age
Partial Search	Use partial names to broaden results	- First Name: Fl - Last Name: St

This user guide was written with the assistance of Microsoft Copilot.