



# The Nassau County School District

1201 Atlantic Avenue  
Fernandina Beach, Florida 32034

Scott D. Hodges  
Director, Human Resources  
(904) 491-9900  
Fax (904) 277-9039  
hodgessc@nassau.k12.fl.us

Kathy Burns, Ed.D.  
Superintendent of Schools

## SUBSTITUTE EMPLOYEE PREFERENCE WORKSHEET

PLEASE PRINT CLEARLY

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ UNIT: \_\_\_\_\_

CITY: \_\_\_\_\_ PHONE #1: (     )

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE #2: (     )

Please check the appropriate boxes below to show your work location preferences. A complete list of schools and addresses is located on page two.

### ELEMENTARY SCHOOLS

- Bryceville Elementary
- Callahan Elementary
- Callahan Intermediate
- Emma Love Hardee
- Hilliard Elementary
- Southside Elementary
- Wildlight Elementary
- Yulee Elementary
- Yulee Primary

### MIDDLE & HIGH SCHOOLS

- Callahan Middle
- Fernandina Beach High
- Fernandina Beach Middle
- Hilliard Middle-Senior
- West Nassau County
- Yulee High
- Yulee Middle

### ADULT EDUCATION

- Callahan
- Fernandina
- Hilliard
- Yulee

### CAREER EDUCATION

- Red Bean Center

### ACKNOWLEDGEMENT

I acknowledge that I have the right to change my work location preferences at any point by completing a new Substitute Employee Preference Worksheet which can be downloaded from the Nassau County School District's website at [www.nassau.k12.fl.us](http://www.nassau.k12.fl.us) under Departments, Human Resources and Forms. Forms must be received in Human Resources for processing and only legible forms will be processed. I understand that substitutes work on an as-needed basis and that there is no guarantee that I will be called upon to work for the Nassau County School District.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

CREATED 01242014 LRobert, REVISED 04082014, REVISED 072617 JMcDonald, REVISED 03032020 KMack

*Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.*

AN EQUAL OPPORTUNITY EMPLOYER