

Substitute Teachers-Districtwide

Position Title: Substitute Teachers-Districtwide

Requirements:

Must attend district sponsored Substitute Training.

Description:

Must have a High School Diploma or GED. Must have at least 60 hours of college credit.

Application Procedure:

Complete the NC School Jobs application on the DPI website and bring an effective teacher training certificate/teaching license to Dr. Shamica Long-Lane at slong@hertford.k12.nc.us

SUBSTITUTE TEACHER HIRING PROCESS

Substitute teachers are employed by Hertford County Public Schools on an as-needed basis to fill in for absent classroom teachers. In order to be a substitute teacher, an individual must be at least 18 years old and hold a high school diploma or its equivalency (GED).

To be placed on the substitute teacher list you must fall into one of the categories listed below and meet the following criteria:

Group A – Licensed Teachers holding a valid(current) teaching license.

Group B– Retired Hertford County Public School Teachers or Teacher Assistants

Group C – Non Certified (does not hold a teaching license – however, must have a minimum of 60 semesters hours from a college or university required) The applicant must complete the Effective Substitute Teacher Training Course. Evidence of completion of this training must be provided

To begin the application process, please complete the following steps:

STEP 1

Hertford County Public Schools requires that all applicants for all positions complete the NC Department of Public Instruction (NCDPI) **online application**. Select the substitute application. When completing the online application you must choose to submit the application to "Hertford County Public Schools."

STEP 2

Next, you must attend HCPS Central Office (Human Resources) at 701 N. Martin St., Winton, NC 27986. Please bring the following:

- Driver's License
- Social Security Card
- Effective Teacher Training Certificate and/or Teaching Certificate
- Health Examination Certificate (download)
- Substitute reference form download

STEP 3

Your application and employment forms will then be reviewed, a complete background check will be completed, and your references will be called.

STEP 4

If approved, your application will be submitted to the Board of Education for approval at its next regular meeting (usually the last Monday of every month). You will then receive a welcome email/letter confirming this along with the date to attend the next Substitute Orientation meeting and upon completion you will be given login credentials to our automated Substitute Management System, Aesop.

NOTE: Substitute teachers play an important role in the everyday operation of the local school. It is extremely important that the job responsibilities are understood and followed. Because substitute teachers may serve in many schools with limited ability for consistent supervision, a complaint from any school about the performance of a substitute teacher may result in excluding that substitute from the schools' substitute teacher list and/or removing that substitute from the Hertford County Public Schools approved substitute teacher list.

Substitute Pay

Substitute Teacher Pay is 65% of beginning teacher pay per day for approved substitutes holding a teaching license (\$103.00 per day). Approved substitutes **not holding a teaching license** are paid at a rate of 50% of beginning teacher pay (\$80.00 per day). The first check is mailed on the last working day of the month. Each additional check is automatically direct deposited into your bank account at the end of the month.

If you have any further questions in reference to substitute teaching, please contact Dr. Shamica Long-Lane or call 252.358.1761.