

## Substitute Teaching Application Process

All required documents *must* be included with the application for acceptance.

### APPLICATION PROCESS FOR NEW SUBSTITUTES

- You must be a high school graduate or pass the state equivalency test (GED) from a regionally accredited school or college
- Complete the employment application. Applications are reviewed, reference checks are performed, and a criminal background check is conducted on qualified applicants. The application may be completed on the ISD online application NC TeacherMatch. Be sure to select Innovative School District when submitting your application online.
- If approved for employment as a substitute teacher, the applicant will be sent an email with the following forms attached: I-9 Form, Direct Deposit, NC Tax Form, W-4 Tax Form, Employee Payroll Profile form, Health certificate, and documents required for the Criminal Background Check. All these forms will be turned in to the ISD HR Manager.
- Upon completion of and submission of required forms, the new substitute teacher will be assigned to the school substitute teacher list and that school notified of the new substitute teacher eligibility.

### APPLICATION MATERIALS FOR NEW SUBSTITUTES

- Completed online application (NC TeacherMatch)
- Social Security Card
- Driver's License
- Copy of high school diploma or GED
- Required forms to be sent via email to the substitute teacher candidate and completed
- All non-certified substitute teachers will be required to upload to their application documentation showing completion of Substitute Effective Teacher Training (ETT). This course is typically offered at local community colleges. Fayetteville Technical Community College offers the course and may be found at: <https://www.faytechcc.edu/corporate-continuing-education/career-community-enrichment/extension-education/>. You may also take the course online at: <http://www.wresa.org>.
- In lieu of the ETT, student teachers may upload an unofficial transcript that includes the college/university name, successful completion of student teaching, and a reference from the cooperating teacher. They may also submit a letter of completion or Form V from the school of education stating that they have completed all requirements and are eligible for/will be recommended for a teaching license upon graduation to NCDPI.
- To be eligible for the certified substitute teacher rate of pay, applicants should upload to their application a teaching license from any state whether current or expired.

### SALARY SCHEDULES

- Teacher Substitute Certified Substitute           \$103.00 per day
- Non-certified Substitute                               \$80.00 per day
- Teacher Assistant as Substitute                   \$162.79 per day