

APPLICATION PROCESS FOR SUBSTITUTE TEACHING CARROLL COUNTY PUBLIC SCHOOLS CARROLL COUNTY, MARYLAND

Welcome to the staff of Carroll County Public Schools. As a substitute teacher you will play a very important and necessary role in the day-to-day education of the over 28,000 students who are enrolled in 41 schools throughout the county.

This handbook is intended to provide you with essential information regarding our school system and your role as a substitute teacher. The school administrators will supply additional and more detailed information when you report to your assignment.

The position of a substitute teacher will not always be an easy one. Many times you will be requested to serve in a difficult or demanding situation with very little advance notice or time to prepare. School administrators are aware of this and will assist you in every way possible.

Your willingness to help with the education of our students is appreciated. We hope your experience, as a substitute teacher will be enjoyable as well as productive.

***Applications may be obtained from the Carroll County Public Schools website www.carrollk12.org, Human Resources, Applications, Substitute Teacher Application or Substitute Nurse Application.

Qualifications For Substitute Teachers

All applicants must hold at least a high school diploma or equivalence to be eligible to work as a guest teacher in the Carroll County Public Schools. Applicants are divided into three categories based on academic training. The categories and their minimum academic requirements are as follows:

- A. Certificated Status* - Valid Teacher Certificate on file
- B. Degreed Status** - Bachelor's Degree
- C. Non-Degreed Status – High School Diploma or equivalence

Note: *A valid *Teacher Certificate must be on file in the Department of Human Resources for all certificated guest teachers. It is your responsibility to submit a copy of the valid certificate when renewed.*

****An official college transcript showing the conferral of the bachelor's degree must be on file in the Department of Human Resources for all degreed applicants. Effective January 1, 1997, we will accept an official transcript showing the conferral of a master's degree as long as conferral of a bachelor's degree (along with the college/university) is noted on the transcript.**

Application Procedure

The following steps must be completed for an applicant to be considered as an approved substitute teacher:

- A. Application Form - Complete the form and bring it to SubFinder Orientation. A declaration of intention form for the next school year will be mailed to each approved substitute teacher maintaining active status.

- B. Reference Forms - Distribute these forms to three persons named on your application who have observed you in a **professional** capacity or can serve as a **character** reference if you have no applicable experience. References are required for the initial application only. Bring them with you to training or they can be mailed to my attention.
- C. Valid Teaching Certificate - A Valid Teaching Certificate must be in your substitute teacher file in the Department of Human Resources for certificated substitute teachers. As you renew your certificate, it is your responsibility to submit a copy of the renewal to Human Resources. For more information on Teacher Certification, contact the Maryland State Department of Education at 410-767-0412 or www.MSDE.state.md.us.
- D. College Transcripts - An **official** college transcript showing the conferral of the bachelor's degree must be on file in the Department of Human Resources for all **degreed** substitute teachers. If a transcript is not on file, the daily salary will be based on the non-degreed rate. Bring with you to training or mail to my attention.
- E. Federal and State Tax Withholding Forms - Completed tax forms must be on file with Carroll County Public Schools.
- F. Substitute Teacher Profile Sheet - Complete the entire form. This information will be added to our automated substitute teacher dispatching system. You can be called for the subject areas and schools you've chosen.
- G. Criminal Background Investigation [★] [*Effective October 1, 1986*]
1. Complete the application for Criminal Background Investigation and Disclosure Statement- given at SubFinder Orientation.

2. FBI Finger Print Check; must provide proof of identity, prior to submitting to fingerprinting. See “List of Acceptable Documents” provided in the application.

3. Take all forms to your scheduled SubFinder Orientation.

**This requirement must be completed before anyone begins to guest teach. There will be no exceptions to this legal requirement!*

AUTHORITY: FAMILY LAW ARTICLE, SECTION 5-560 THRU SECTION 5-568 (CHAPTER 110 LAWS OF MARYLAND 1986)

G. Form I-9 Employment Eligibility Verification Form

1. Complete Section 1 at SubFinder Orientation. Appropriate I.D., found in your packet under “Lists of Acceptable Documents”, is required at the time of fingerprinting.

Assignment of Substitute Teachers

Substitute Teachers are called by the Carroll County Public Schools automated substitute teacher dispatching system. The system will begin filling vacancies as soon as a teacher notifies the system of an absence. The system will call from 5:30 a.m. to 11:00 a.m. for that day’s absence only, and 5:30 p.m. to 10:45 p.m. for the next day or up to 30 days in advance of a job.

You are required to attend training on the automated system before you will be placed in payroll. You must have a touch-tone telephone or a pulse type phone with adapter. If you do not have one, our automated system will be unable to notify you and you will not be called to guest teach for Carroll County Public Schools.

Important Things to Remember In the Classroom:

- ▶ Have a positive attitude.
- ▶ Be enthusiastic.
- ▶ Be dependable.
- ▶ Be flexible.
- ▶ Be prepared.