

Dear Substitute Teacher Applicant:

Enclosed in this packet are the materials you will need to complete. In addition to the application materials, you are required to be fingerprinted, and attend Substitute Teacher Orientation, which covers the use of SubFinder, our automated substitute teacher calling system, as well as other policies, and procedures you will need to know. Please note we do not have access to a copier at the training facility, so you will need to bring any copies with you necessary to turn in with your paperwork.

To register for the next available Substitute Teacher Orientation, please call or e-mail Susan Schwerer, 410-751-3176 or slschwe@carrollk12.org.

Bring the entire completed employment packet (enclosed) to the training session. ***You will need to bring acceptable I.D. as listed on the attached sheet.*** Your materials will be checked at the orientation session.

FINGERPRINTING WILL TAKE PLACE IN THE DEPARTMENT OF HUMAN RESOURCES LOCATED AT 125 N. COURT STREET IN WESTMINSTER AFTER ORIENTATION. A SIGN-UP SHEET TO SCHEDULE DAY AND TIME OF FINGERPRINTING WILL BE AT ORIENTATION.

The completed reference forms, official college transcripts, and, if applicable, a copy of your valid teaching certificate should be brought with you to the training. Please keep in mind, you will be restricted in SubFinder until the three reference forms are received, and you will not be paid as a degreed or certificated guest teacher until the official transcript showing the conferral and, if applicable, a copy of your valid teaching certificate are received. Degreed and certificated pay will begin the **day** official transcripts and, if applicable, a copy of your valid teaching certificate is received in Human Resources. This is not retroactive.

IF SCHOOLS ARE CLOSED DUE TO INCLEMENT WEATHER, THIS ORIENTATION SESSION WILL BE POSTPONED. YOU WILL NEED TO CALL OR EMAIL THIS OFFICE (410-751-3176)(slschwe@carrollk12.org) TWO DAYS AFTER THE POSTPONEMENT FOR THE NEW DATE.

Please feel free to contact the Department of Human Resources if you have any questions.

Updated 4/27/09

ACCEPTABLE I.D. FOR SUBSTITUTE TEACHING

Need one from List A, OR one each from List B AND List C.

LIST A

LIST B

LIST C

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	3. School ID card with a photograph	4. Original or certified copy of a birth certificate issued by a state, county, municipal authority or territory of the United States bearing an official seal
	4. Voter's registration card	
	5. U.S. Military card or draft record	
	6. Military dependent's ID card	5. Native American tribal document
	7. U.S. Coast Guard Merchant Mariner Card	6. U.S. Citizen ID Card (Form I-197)
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	For persons under age 18 who are unable to present a document listed above	7. Identification Card for use of Resident Citizen in the United States (Form I-179)
	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor or hospital record	
	12. Day-care or nursery school record	

SUBSTITUTE TEACHING

We are pleased to learn of your interest in substitute teaching in the Carroll County Public Schools. We are sure you will agree that the job you are considering is a vital part of the educational experience for our students.

The information outlined below will help in the achievement of the APPROVED SUBSTITUTE TEACHER status, which will allow you to substitute in the Carroll County Public Schools. **You must call 410-751-3176 or email slschwe@carrollk12.org to register for Substitute Teacher Orientation.**

I. Eligibility

Minimum Academic Requirements:

- a. Certificated Status - Valid Teaching Certificate (please provide a copy)
- b. Degreed Status - Bachelor's Degree (we will need official transcripts showing conferral)
- c. Non-Degreed Status - High School Graduate

II. Application Materials Checklist

- a. Application Form & Profile Sheet -
Complete the application along with the profile sheet and bring with you to Substitute Teacher Orientation.
- b. Reference Forms -
Distribute the forms to persons named on your application who have observed you in a professional or personal capacity. You may bring these completed forms with you or mail to the address at the top of the form.
- c. College Transcripts and Valid Teaching Certificates -
An official transcript indicating the date and conferral of the Bachelor's Degree earned, may be brought to the orientation, or mailed to the address on the front of the application. Degreed rate for guest teaching will be paid from the date official transcripts are received in Human Resources. This is not retroactive. A **copy** of your **Valid Teaching Certificate** must be on file with your Substitute Teacher Application in order to be paid as a certificated substitute (we do not have access to a copier at the training facility). The certificated rate for substitute teaching will be paid from the date a valid teaching certificate is received in Human Resources. This is not retroactive. **It is your responsibility** to forward copies of valid teaching certificates, as renewed, to Human Resources, attention Susan Schwerer, so they may be added to your Substitute Teacher Application.

- d. W-4 Federal/State Tax Withholding Forms - You will receive at Orientation. Completed w-4 tax forms must be on file with Carroll County Public Schools.
- e. Criminal Background Investigation - You will receive at Orientation.
 1. Application for Criminal Background Investigation.
 2. F.B.I. Fingerprint Check; must provide proof of identity, prior to submitting to fingerprinting (see Acceptable I.D. sheet attached).
 3. Complete all forms at your scheduled Substitute Teacher Orientation. This requirement MUST be completed before one begins to substitute! There will be NO exceptions to this legal requirement! **AUTHORITY:** FAMILY LAW ARTICLE, SECTION 5-561 THROUGH SECTION 5-568 (Chapter 110 Laws of Maryland 1986)
- f. Form I-9 Employment Eligibility Verification Form -You will receive at Orientation. As stated on the attached Acceptable I.D. for Substitute Teaching, bring driver's license, **AND** social security card or birth certificate.
- g. Validation of Information Received - You will receive at Orientation. This will be covered at the Substitute Teacher Orientation.
- h. Telecommunications Form - You will receive at Orientation.

III. Approved Substitute Teacher -

Once all materials have been submitted, and Substitute Teacher Orientation is completed, you will be placed on the approved Substitute Teacher list and the SubFinder system within four duty days following training and fingerprinting.

IV. Salary -

- a. Certificated - Valid Teaching Certificate required - Daily (see website for updated rates) (see d. below)
- b. Degreed - Official Transcripts showing conferral of your degree, required - Daily (see website for updated rates)
 Long-Term - 10-20 consecutive days in the same assignment - (see website) per day (retroactive to the first day).
 Beginning with the 21st consecutive day in the same assignment - (see website) per day, (there is no retroactivity in this situation). (See d. below)
- c. Non-Degreed - Graduated high school-Daily (see website for updated rates) (see d. below)
 Long-Term - 10 or more consecutive days in the same assignment - (see website) per day (not retroactive). This is the maximum rate for Non-Degreed substitutes.
- d. Instructional Assistant Substitutes: Non-Degreed, Degreed, or Certified Teacher, will all receive the same rate for Instructional Assistant positions - Daily (see website for updated rates).

If you have any questions, please call or email the Department of Human Resources 410-751-3176, slschwe@carrollk12.org

Office Use Only:

Certified:	Exp.Date:	I9:	MD			Val:	Brd:
Non-Degree:	Ref: G G G	CBI:	W4	Profile:		Tele.Frm:	PR:
Degreed:	Trans:	Subject:					

APPLICATION FOR SUBSTITUTE TEACHER
CARROLL COUNTY PUBLIC SCHOOLS
125 N. COURT ST. WESTMINSTER, MD 21157
410-751-3070 TDD 410-751-3034

1. NAME _____ S.S.# _____
(LAST) (FIRST) (MIDDLE)

2. ADDRESS _____ PHONE _____

(CITY/TOWN) (STATE) (ZIP CODE)

EMAIL ADDRESS: _____

3. EDUCATIONAL BACKGROUND

Schools Attended	Location	Year	Degree	Graduation Date

4. TEACHING EXPERIENCE (if applicable)

School	Address	Grade/Subject	Dates

5. Related work experience _____

6. Have you ever been employed by this school system? _____

7. Valid Teacher's Certificate (area, state, and dates) _____

8. **PROFESSIONAL/PERSONAL CHARACTER REFERENCES** :(please distribute the attached forms for completion and have them mailed or bring with you to the Orientation).

Name **Address** **Telephone**

1. _____

2. _____

3. _____

9. Have you ever been convicted, fined, imprisoned or placed on probation for the violation of any law (minor traffic violations for which a fine of \$100.00 or less was imposed excluded)?

_____ _____
YES **NO**

If your answer is yes, please provide complete details on a separate sheet of paper. Include in your explanation the date, charge, place, and action taken against you. A record of a conviction does not automatically exclude an applicant from employment consideration.

I understand and agree that if employed, false statements on this application will be considered sufficient cause for termination of my employment.

UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.00.

Signature

Date

The Board of Education of Carroll County is an Equal Opportunity Employer.

The Board of Education of Carroll County is an equal opportunity employer and does not discriminate in matters affecting employment or the provision of services, programs, or activities in compliance with all federal and state anti-discrimination laws. Persons needing auxiliary aids and services for communication should contact the Public Information Office or write to Carroll County Public Schools at least one (1) week in advance of the date the special accommodation is needed.

REVISED: 10/10/06

WE ARE UNABLE TO PAY THE BACHELOR'S DEGREE RATE OR THE CERTIFICATED RATE UNTIL THE OFFICIAL TRANSCRIPTS SHOWING THE DATE AND CONFERRAL OF YOUR DEGREE, AND IF APPLICABLE, A VALID TEACHING CERTIFICATE ARE ON FILE WITH YOUR SUBSTITUTE TEACHER APPLICATION. WE DO NOT MAKE RETROACTIVE SALARY ADJUSTMENTS FOR SUBSTITUTE PAY.

IF YOUR REFERENCES, TRANSCRIPTS, OR VALID TEACHING CERTIFICATE ARE COMING SEPARATELY OR UNDER ANOTHER NAME IT IS YOUR RESPONSIBILITY TO VERIFY THAT ALL DOCUMENTATION HAS ARRIVED AND IS PLACED WITH YOUR SUBSTITUTE TEACHER PAPERWORK.

PLEASE BE ADVISED THAT SUBSTITUTE TEACHER APPLICATIONS AND REGULAR TEACHING APPLICATIONS ARE NOT COMBINED OR MATCHED.

CONTINUED

Carroll County Public Schools

Substitute Teacher Profile Sheet

Name: _____ S.S. or Emp. ID#: _____

Address: _____

City, State: _____ Zip Code: _____ Phone: _____

Email Address: _____

Will you work at all schools (Y/N) _____ if **no**; check off only the schools where you **will** work:

ELEMENTARY SCHOOLS

MIDDLE SCHOOLS

HIGH SCHOOLS

- All Elementary Schools
- Carrolltowne Elementary
- Charles Carroll Elementary
- Cranberry Station Elem
- Ebb Valley Elementary
- Eldersburg Elementary
- Elmer Wolfe Elementary
- Freedom District Elementary
- Friendship Valley Elem
- Hampstead Elementary
- Linton Springs Elementary
- Manchester Elementary
- Mechanicsville Elementary
- Mt. Airy Elementary
- Parr's Ridge Elementary
- Piney Ridge Elementary
- Robert Moton Elementary
- Runnymede Elementary
- Sandymount Elementary
- Spring Garden Elementary
- Taneytown Elementary
- Westminster Elementary
- William Winchester Elem
- Winfield Elementary

- All Middle Schools
- East Middle
- Mt. Airy Middle
- New Windsor Middle
- North Carroll Middle
- Northwest Middle
- Oklahoma Middle
- Shiloh Middle
- Sykesville Middle
- West Middle

- All High Schools
- Century High School
- Francis Scott Key
- Liberty High
- Manchester Valley
- North Carroll High
- South Carroll High
- Westminster High
- Winters Mill High

OTHER SCHOOLS

- Career and Technology Center
- Gateway
- Carroll Springs

Do you have a Valid Teaching Certificate? _____ Dates _____

Bachelor's Degree? _____ Major: _____

Non-Degreed _____ yes

Please be sure to fill out the reverse side of this form. If nothing is checked, you will be put down for all positions.

-CONTINUED -

Listed below are the areas for which we need Substitutes. Please check your preferences:

(Please note that **all** assistant positions are paid at the assistant rate)

- | | | | |
|--------------------------|-----------------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | INSTRUCTIONAL ASSISTANT | <input type="checkbox"/> | INSTRUMENTAL MUSIC |
| <input type="checkbox"/> | KDG. ASSISTANT | <input type="checkbox"/> | KINDERGARTEN |
| <input type="checkbox"/> | SPECIAL ED ELEM.
ASSISTANT | <input type="checkbox"/> | LATIN |
| <input type="checkbox"/> | SPECIAL ED SECONDARY
ASSISTANT | <input type="checkbox"/> | MATH |
| <input type="checkbox"/> | ART | <input type="checkbox"/> | MEDIA |
| <input type="checkbox"/> | BIOLOGY | <input type="checkbox"/> | MUSIC |
| <input type="checkbox"/> | BUSINESS | <input type="checkbox"/> | OUTDOOR SCHOOL |
| <input type="checkbox"/> | CAREER TECHNOLOGY | <input type="checkbox"/> | PHYS ED BOYS |
| <input type="checkbox"/> | CHEMISTRY | <input type="checkbox"/> | PHYS ED GIRLS |
| <input type="checkbox"/> | COMPUTER OFFICE
TECHNOLOGY | <input type="checkbox"/> | PHYS ED ELEMENTARY |
| <input type="checkbox"/> | ALL ELEMENTARY
SUBJECTS | <input type="checkbox"/> | PHYSICS |
| <input type="checkbox"/> | GRADE 1 | <input type="checkbox"/> | PRE-KINDERGARTEN |
| <input type="checkbox"/> | GRADE 2 | <input type="checkbox"/> | READING/ ILA / RLA |
| <input type="checkbox"/> | GRADE 3 | <input type="checkbox"/> | GENERAL SCIENCE |
| <input type="checkbox"/> | GRADE 4 | <input type="checkbox"/> | SOCIAL STUDIES |
| <input type="checkbox"/> | GRADE 5 | <input type="checkbox"/> | SPANISH |
| <input type="checkbox"/> | ENGLISH | <input type="checkbox"/> | SPECIAL EDUCATION
ELEMENTARY |
| <input type="checkbox"/> | FRENCH | <input type="checkbox"/> | SPECIAL EDUCATION
SECONDARY |
| <input type="checkbox"/> | GERMAN | <input type="checkbox"/> | TECHNOLOGY
EDUCATION |
| <input type="checkbox"/> | HEALTH | | |
| <input type="checkbox"/> | FAMILY & CONSUMER
SCIENCES | | |

Please bring with you to the orientation.

CARROLL COUNTY PUBLIC SCHOOLS

125 N. Court Street • Westminster, MD 21157

Substitute Teacher Reference

Completed Reference Forms may be mailed to the above address, attention Susan Schwerer, or return in a sealed envelope to the applicant.

_____ Please Print _____ has applied for a Substitute Teacher position with Carroll County Public Schools. Your opinion will help us evaluate the professional and/or personal characteristics of this applicant. This information will be kept confidential and become the property of Carroll County Public Schools.

Your observations are made as the applicant's: Supervisor ___ Co-worker ___ Teacher ___ Friend ___

Qualification Characteristics	Outstanding	Acceptable	Unsatisfactory	Unknown
Dependable, competent				
Speaks effectively and correctly				
Exhibits leadership qualities				
Demonstrates good judgment, tact				
Ability to work with children in a friendly and understanding way				
Works well with others, uses initiatives				
Punctual, ability to follow a schedule				
Flexible, problem solving ability				
Organizational skills, ability to follow instructions				
Demonstrates responsible and professional attitude				

How would you recommend this person?

___ Enthusiastically recommend ___ Recommend ___ Recommend with reservations ___ Do not recommend

Please provide any additional information in the box below.

Please indicate your reaction to having your own child in this teacher's class.

___ Very pleased ___ Satisfied ___ Have some concern

Signature of person completing this form

Print Name

Title

Organization

Phone Number

Date

CARROLL COUNTY PUBLIC SCHOOLS

125 N. Court Street • Westminster, MD 21157

Substitute Teacher Reference

Completed Reference Forms may be mailed to the above address, attention Susan Schwerer, or return in a sealed envelope to the applicant.

_____ has applied for a Substitute Teacher position with Carroll County Public Schools. Your opinion will help us evaluate the professional and/or personal characteristics of this applicant. This information will be kept confidential and become the property of Carroll County Public Schools.

Your observations are made as the applicant's: Supervisor ___ Co-worker ___ Teacher ___ Friend ___

Qualification Characteristics	Outstanding	Acceptable	Unsatisfactory	Unknown
Dependable, competent				
Speaks effectively and correctly				
Exhibits leadership qualities				
Demonstrates good judgment, tact				
Ability to work with children in a friendly and understanding way				
Works well with others, uses initiatives				
Punctual, ability to follow a schedule				
Flexible, problem solving ability				
Organizational skills, ability to follow instructions				
Demonstrates responsible and professional attitude				

How would you recommend this person?

___ Enthusiastically recommend ___ Recommend ___ Recommend with reservations ___ Do not recommend

Please provide any additional information in the box below.

Please indicate your reaction to having your own child in this teacher's class.

___ Very pleased ___ Satisfied ___ Have some concern

Signature of person completing this form

Print Name

Title

Organization

Phone Number

Date

CARROLL COUNTY PUBLIC SCHOOLS

125 N. Court Street • Westminster, MD 21157

Substitute Teacher Reference

Completed Reference Forms may be mailed to the above address, attention Susan Schwerer, or return in a sealed envelope to the applicant.

_____ Please Print _____ has applied for a Substitute Teacher position with Carroll County Public Schools. Your opinion will help us evaluate the professional and/or personal characteristics of this applicant. This information will be kept confidential and become the property of Carroll County Public Schools.

Your observations are made as the applicant's: Supervisor ___ Co-worker ___ Teacher ___ Friend ___

Qualification Characteristics	Outstanding	Acceptable	Unsatisfactory	Unknown
Dependable, competent				
Speaks effectively and correctly				
Exhibits leadership qualities				
Demonstrates good judgment, tact				
Ability to work with children in a friendly and understanding way				
Works well with others, uses initiatives				
Punctual, ability to follow a schedule				
Flexible, problem solving ability				
Organizational skills, ability to follow instructions				
Demonstrates responsible and professional attitude				

How would you recommend this person?

___ Enthusiastically recommend ___ Recommend ___ Recommend with reservations ___ Do not recommend

Please provide any additional information in the box below.

Please indicate your reaction to having your own child in this teacher's class.

___ Very pleased ___ Satisfied ___ Have some concern

Signature of person completing this form

Print Name

Title

Organization

Phone Number

Date