

DEAR APPLICANT:

Thank you for your interest in Substitute employment consideration with Prince William County Schools (PWCS).

The following chart outlines the education level required for the substitute positions and their corresponding rates of pay for FY 2020-21.

EDUCATION LEVEL	SUBSTITUTE POSITION TITLE	ELIGIBLE POSITIONS & RATE OF PAY
HS Diploma/GED	Substitute Teacher Assistant	<b>Substitute Teacher Assistant</b> <ul style="list-style-type: none"> <li>• \$14.00 per hour</li> </ul>
Completed 60 or more college credits or have completed an Associate's Degree, but have not met the requirements of a Bachelor's degree*	Non-Degreed Substitute Teacher	<b>Substitute Teacher Assistant</b> <ul style="list-style-type: none"> <li>• \$14.00 per hour</li> </ul> <b>Substitute Teacher</b> <ul style="list-style-type: none"> <li>• \$16.01 per hour</li> </ul> <i>Not eligible for long-term assignments</i>
Bachelor's degree or higher	Degreed Substitute Teacher	<b>Substitute Teacher Assistant</b> <ul style="list-style-type: none"> <li>• \$14.00 per hour</li> </ul> <b>Substitute Teacher</b> <ul style="list-style-type: none"> <li>• \$16.01 per hour</li> </ul> <b>Long-term Substitute Teacher</b> (Starting on day 11, after 10 consecutive days in the same classroom) <ul style="list-style-type: none"> <li>• \$20.00 per hour</li> </ul>
Current Virginia (VA) Teaching License	VA Licensed Substitutes	<b>Substitute Teacher Assistant</b> <ul style="list-style-type: none"> <li>• \$14.00 per hour</li> </ul> <b>Substitute Teacher</b> <ul style="list-style-type: none"> <li>• \$16.01 per hour</li> </ul> <b>Long-term Substitute Teacher</b> (Starting on day 11, after 10 consecutive days in the same classroom) <ul style="list-style-type: none"> <li>• \$23.44 per hour</li> </ul>

\*The 60 college credits refer to "semester" hours. 60 college "semester" hours is equivalent to 90 "quarter" hours.

**Please review all five (5) of the following Substitute Application steps to familiarize yourself with the process.**



## Substitute Teacher Application Checklist

Candidates may use the following checklist to track that they have completed all requirements for Substitute Teaching consideration.

### Step 1 - Complete and Submit the PWCS Online “Substitute” Application

- Complete the PWCS “Substitute/Temporary” Application, <https://jobs.pwcs.edu/workspace>. Once the application is complete, be sure to select the “submit” tab and “submit” your application. You will receive a reply message confirming the submission.

### Step 2 - Submit the four (4) Required Documents and VA Teaching License (if applicable)

- Professional Reference Forms from Current/Recent Supervisors**

Please note you (the applicant) are responsible for ensuring the Reference Forms are completed and returned. Current supervisor(s) may complete either;

  - The approved paper PWCS reference form that you may provide to them, or
  - If you include your current supervisor’s work email address(s) in the online application, an electronic version (*the preferred method*) will automatically be sent to them via email to complete. Once completed, the electronic form will instantly upload to your application file.

*References must be dated within the last 12 months.*
- Complete the Online One-Hour Child Abuse and Neglect Training**

The Code of Virginia, section 22.1-298.8, requires all teachers complete a one-hour Child Abuse and Neglect Training as part of the licensure process. PWCS also requires Substitutes to complete this free online training course. The course may be accessed online using the following link [Child Abuse and Neglect Training](#). At the end of the training, please print or save the certificate provided, and upload the certificate in the “Manage Documents” link within the workspace.
- Provide documentation of highest level of education completed.**

You may provide official or unofficial college Transcripts, High School diploma or GED. The document(s) may be uploaded using the “Manage Documents” link within your applicant workspace. To be considered a degreed sub, your *transcript must contain your major and degree conferred date*. Note: If your transcripts were issued outside of the United States an evaluation is required. Click on the following link for a list of [approved evaluation institutions](#).
- OPTIONAL: If you hold a Current Virginia Teaching License or have retired from PWCS and have an Expired VA Teaching License, please provide a copy of your License (if applicable).**

Teaching license documents may be uploaded using the “Manage Documents” link.

Documents may be;

- Uploaded in the “Manage Documents” section of the [online application](#), *preferred method*,
- Scanned and emailed to [hr@pwcs.edu](mailto:hr@pwcs.edu),
- Mailed or hand delivered (PWCS, Attn: HR Employment Service Center, 14715 Bristow Road, Manassas, VA 20112)

**When submitting documents, be sure to write your PID number on each document submitted.** Your PID number is emailed to you when you submit your application.

**IMPORTANT: In order for a Substitute application package to be reviewed it must include;**

- **PWCS “Substitute” application (dated within the last 6 months),**
- **Professional references from your most recent/current supervisors, (dated within the last 6 months),**
- **Child abuse and Neglect training certificate, and**
- **Transcripts**

*Partial applications will not be reviewed.*

### **Step 3 - Complete the Online Substitute Orientation**

Once the Sub/Temp Office has determined that an applicant meets PWCS qualifications (step 1-2), the successful applicant will receive notification, via email, with the required login and passwords necessary to complete a one-hour online Substitute orientation. The orientation includes videos, required new hire paperwork, and information about Substitute employment in PWCS.

### **Step 4 - Obtain a Negative Medical Tuberculosis (TB) Screening/Test**

The Code of Virginia requires that all new hires provide medical evidence that they appear to be free from TB. The TB test/assessment may be completed at any medical facility that performs Tuberculosis tests. The result must be dated within the last 12 months. The applicant is responsible for all expenses incurred from the test. Use the following link for information on some [locations that perform TB tests/assessments](#) in PWC. *A hard copy of the TB verification signed and dated within the last 12 months must be brought to the fingerprint session.*

### **Step 5 - Participate in Fingerprint/Mandate Processing Session**

During the online orientation you will have access to schedule a session to complete the Fingerprint/Mandate process. The sessions are held at the Kelly Leadership Building. The completed new hire paperwork (from the online orientation), TB test result (signed and dated within the last 12 months), and appropriate ID’s are required for successfully completing the process.

### **Step 6 – Register/Update your Schedule and Preferences in the Sub Call System**

Once the fingerprint and Child Protective Services (CPS) results have been received (which may take up to 6 weeks), successful candidates will be sent, via mail, an ID badge and directions on how to register and utilize the Sub Call System. Once registered, you may start accepting substitute assignments.

If you have any questions about the application process, Human Resources representatives are available Monday through Friday from 8:00a.m. to 4:30p.m. via email ([hr@pwcs.edu](mailto:hr@pwcs.edu)), by phone (703.791.8050), or in person (PWCS, HR Employment Service Center, 14715 Bristow Road, Manassas).

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