



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

The following outlines the education requirement for the substitute positions and the corresponding rates of pay for the School Year 2023-24.

EDUCATION LEVEL	SUBSTITUTE POSITION TITLE	ELIGIBLE POSITIONS & RATE OF PAY
HS Diploma/GED	Substitute Teacher Assistant	Substitute Teacher Assistant <ul style="list-style-type: none"> • \$17.60 per hour
Completed 48 or more semester college credits from an accredited institution or Completed an associate degree, but have not met the requirements of a bachelor's degree from an accredited institution	Non-Degreed Substitute Teacher	Substitute Teacher Assistant <ul style="list-style-type: none"> • \$17.60 per hour Substitute Teacher <ul style="list-style-type: none"> • \$19.45 per hour <i>Not eligible for long-term assignments</i>
Bachelor's degree or higher from an accredited institution	Degreed Substitute Teacher	Substitute Teacher Assistant <ul style="list-style-type: none"> • \$17.60 per hour Substitute Teacher <ul style="list-style-type: none"> • \$19.45 per hour Long-term Substitute Teacher (Starting on day 11, after 10 consecutive days in the same classroom) <ul style="list-style-type: none"> • \$26.75 per hour
Current Virginia (VA) Teaching License	VA Licensed Substitute Teacher	Substitute Teacher Assistant <ul style="list-style-type: none"> • \$17.60 per hour Substitute Teacher <ul style="list-style-type: none"> • \$19.45 per hour Long-term Substitute Teacher (Starting on day 11, after 10 consecutive days in the same classroom) <ul style="list-style-type: none"> • \$36.50 per hour

Please review the following checklist to familiarize yourself with the complete substitute hiring process. You may also use the checklist to track your progress.

Substitute Teacher Application Checklist

Use the following checklist to track the completion of all requirements for Substitute Teaching consideration.

STEP 1 - Complete the PWCS “SUBSTITUTE” APPLICATION

- ☐ To submit or update a Substitute application use the following link <https://jobs.pwcs.edu/workspace>. Once the application is complete, be sure to “submit” your application. You will receive an automated email confirming the successful submission.

STEP 2 – Submit the following REQUIRED DOCUMENTS

Documents may be:

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

☐ REQUIRED: PWCS Professional Reference Form(s)

You (the applicant) are responsible for ensuring the Reference Form(s) is completed and returned.

Current supervisor(s) may complete either;

- The approved paper PWCS Reference Form that you may print from the website and provide or
- If you include your supervisor’s work email address(s) in the application, an electronic reference form will automatically be sent to them via email to complete. Once completed, the form will instantly upload to your application profile.

References must be dated within the last 12 months.

☐ REQUIRED: Documentation of highest level of education

You may provide official or unofficial college transcripts, High School diploma or GED, from an accredited institution. To be considered for the degreed sub position your *transcript must contain your major and degree completion date*.

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 have completed or would like to complete the **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. Substitutes may complete this free online training course. Access the online course using the following link [Child Abuse and Neglect Training](#). At the end of the training, you will be issued a certificate of completion. Print or save the certificate then provide a copy using one of the methods listed above.

☐ OPTIONAL: If you hold a **Current Virginia Teaching License** or retired from **PWCS and have an Expired VA Teaching License**

Provide a copy using one of the methods listed above.

When submitting documents directly to Human Resources via email or mail, be sure to write your PID number on each document. Your PID number was assigned and emailed to you when you submit your application for the first time.

IMPORTANT: The **complete** substitute application packet includes:

- PWCS "Substitute" application (dated within the last 6 months),
- PWCS Professional reference from(s) completed by your most recent/current supervisor(s), (dated within the last 12 months), and
- Transcripts

Partial substitute application packets will not be reviewed.

Substitute Teacher Onboarding Process

STEP 3 - Complete the Online New Hire Process

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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 link and login information to complete the new hire substitute onboarding process. The process includes the Substitute Orientation, required new hire paperwork and information about Substitute employment in PWCS.

STEP 4 - Obtain a Negative Medical Tuberculosis (TB) Screening/Test

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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 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/Mandate processing session.*

STEP 5 - Participate in Fingerprint/Mandate Processing Session

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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 checklist (from the online orientation), TB test result (signed and dated within the last 12 months), and appropriate IDs are required for successfully completing this step.

STEP 6 – Register/Update your Schedule and Preferences in the Sub Call System

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Once the fingerprint and Child Protective Services (CPS) results have been received, successful candidates will be sent an email with directions on how to register and use the Sub Call System. Then, an ID badge will be mailed to the home address on file. Once registration with the Sub Call System is complete, 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) by phone (703.791.8050) or in person (PWCS, HR Employment Service Center, 14715 Bristow Road, Manassas).

The Prince William County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. The Division shall not discriminate in employment nor in the provision of educational programs, services, and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions including lactation, age, marital status, veteran status, disability, genetic information or any other basis prohibited by law. The following individual(s) will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX: Associate Superintendent for Human Resources, PWCS, P.O. Box 389 Manassas, VA 20108

Rev 6/2023