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DCPS Substitute Teachers

Substitute teaching offers an opportunity to impact students in one of the most dynamic urban school districts in the country while maintaining schedule and location flexibility. As such, Substitute Teachers are expected to maintain a professional attitude toward their work and always keep in mind the school system's goals. Effective Substitute Teachers make a positive impact on students.

Substitute Responsibilities

Substitute Teachers must sign in at the school office when they arrive for their assignment. They must also present the job number assigned to them through the automated system (SmartFind Express). The school administrators can answer questions regarding sign-in procedures. When accepting an assignment after the recorded start time, Substitute Teachers must call the school to confirm that a substitute teacher is still needed.

Substitute Teachers are expected to do the following:

- Follow the lesson plan left by the teacher and ensure students complete all assigned tasks.
- Maintain a safe environment
- Keep students under direct supervision at all times
- Refrain from touching any student for any reason
- Use appropriate language at all times
- Use materials provided by the teacher or other school personnel
- Avoid engaging in or encouraging discussions of inappropriate or non-school related topics.
- Become familiar with emergency procedures
- Notify school administration of any unusual incidents which may have occurred during the school day
- Leave information concerning the day's activities for the teacher
- Check with the administrator before leaving an assignment early at the end of the day 5.
- Refrain from the use of cell phones for making or receiving calls or texting while students are present (except in the case of an emergency).
- Refrain from the use of laptops and ear-pieces. Substitute Teachers are not to share personal social networking sites such as email addresses, Facebook, Twitter, Instagram or any social networking pages with students.

DCPS Substitute Employment Application

Our application for the substitute teacher position has now closed. We will begin accepting applications for the School Year 2017-2018 in late June 2017.

Additional Information

Compensation

We are excited to offer some of the most competitive pay in the region. Substitute teachers at DCPS are paid either \$60 for a half-day or \$120 for a full-day, regardless of background, work history, or length of assignment.

Assignments

Substitute Teachers are assigned on an as needed basis and are considered to be temporary employees. Substitute Teachers receive no benefits and are assigned due to teacher absences or position vacancies. Payment for Substitute Teachers is based on a half or full day assignment and may be daily, or long term assignments.

Substitute teaching assignments may change based on the needs of the individual school. A Substitute Teacher may be asked to accept assignments outside of his/her background or educational training. They may also be asked to cover classes during a planning period. It is not expected that a Substitute Teacher be able to teach new or unfamiliar material, but rather make every attempt to follow the lesson plan and manage student behavior in the most positive way possible.

Locations

Substitutes have the option of receiving daily job offers from schools all throughout the district, or they may work only at schools convenient to them. For a list of all our schools, please visit our [school profiles page](#).

Eligibility

As of March 2016, the Office of the State Superintendent of Education (OSSE) will no longer issue substitute teacher licenses. In order to be considered for the position, candidates must hold a valid bachelor's degree from an accredited institution. Candidates must submit official transcripts, if selected for the substitute teacher position. Foreign transcripts must be evaluated by an accredited credential evaluation agency.

[Substitute Application](#)

[Substitute Hiring Process](#)

[Substitute Orientation Checklist](#)

[OPRS Payroll Schedule](#)

Application Process

Upon reviewing your application, you may be invited to interview with us. Our group interview is an integral part of the application process. We want to meet you in person, and we want to see what you can do.

If you are selected for hire, you will also be required to pass a fingerprinting/background check, a tuberculosis test, and a drug test. Then, at the orientation session, we confirm that you have completed all the steps required for hire, and you can sign your official DCPS offer letter. Only after you sign your offer letter will you be entered into SmartFind Express, our automated system that Substitute Teachers use to find assignments and keep track of working hours.



Questions

If you have any questions about Substitute Teaching with DC Public Schools, please feel free to email us at substitute.dcps@dc.gov or call us at (202) 442-4090.

Notice of Drug Testing

This position is a safety-sensitive position. All safety-sensitive positions are subject to mandatory pre-employment drug testing in accordance with the Child and Youth, Safety and Health Omnibus Act of 2004. If you are tentatively selected for this position, you will be required to submit to testing for illegal drug use prior to employment, and your employment shall be contingent upon negative test results. If you are appointed into this position, you shall be subject to mandatory random drug and alcohol testing throughout your employment.