

Substitute Teacher Office



Top 5 Reasons to be a Substitute Teacher

- Enjoy the satisfaction of working with students and encouraging them to learn
- Flexibility - You are in control of your time and schedule
- Being able to make a positive contribution to your community
- Experiencing the culture and diversity of students
- Improving your professional skills

Substitute Teacher Pay Rates

Bachelor's degree or higher	\$100 per day
Bachelor's degree or higher (long term**)	\$120 per day
PGCPS Retired Teacher with a valid teaching certificate	\$150 per day
PGCPS Retired Teacher with a valid teaching certificate (long term**)	\$175 per day
Non-degreed	\$69 per day
Non-degreed (long term**)	\$91 per day
Candidates in this category must have an Associates Degree or 60 college credits from an accredited college or university.	

*Official transcript from an accredited college or university is required for all substitute teacher categories.

**Long term is defined as 15 consecutive days in the same teaching assignment and provides direct instruction to students.

- **ALL SUBSTITUTE TEACHERS MUST BE REGISTERED WITH AESOP.** A PIN number is provided that allows for the opportunity to accept assignments
- **ALL SUBSTITUTE TEACHER JOB ASSIGNMENTS MUST BE RECORDED IN AESOP**

Important Updates

Office Hours: Mon. - Fri. (8:00 AM - 5:00 PM)

Applications Accepted for the 2011 - 2012 School Year:

- July 1 - July 31

This will be the only job posting for the school year. We will select applicants from this posting throughout the 2011-2012 school year.

Please note: There is significantly high applicant volume, so please check your iRecruitment account to check the status of your application. You may log into iRecruitment, the online application system, to check status updates. All application status updates are communicated via the online application system. Application and posting periods can change, at any time, based on school system needs.

ID Badges

- All substitute teachers are required to obtain a Substitute Teacher Identification Badge with June 30, 2012 expiration.
- Only those issued an ID Badge with a June 30, 2012 expiration are eligible to substitute teach in Prince George's County Public Schools.
- [View How To Obtain an ID Badge](#)

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Application Process

ONLINE APPLICATION PROCESS

Thank you for expressing an interest in serving the students of Prince George's County Public Schools.

- Applications are only available [online](#) during [the posting timeframes](#). Paper applications are no longer accepted and applicants do not need to obtain a principal's signoff prior to applying for a substitute teacher position.

- Upon completion of an online application, an e-mail will be sent confirming that an application was received. We encourage you to keep this e-mail for your records. Applicants who submit incomplete information will not be considered. This includes applicants who submit the test without completing the entire application process.

- This year, due to extremely high applicant volume, we plan to post the substitute teacher job one time. We will then select candidates from the one posting throughout the school year. In an effort to select the best for our students, it may take **several weeks from the application date** for your credentials to be thoroughly screened. You may check the status of your application by viewing your iRecruitment (online application system) account. All application status updates are communicated via iRecruitment.

- Applicants with exceptional credentials will be contacted for an interview by a member of the Substitute Teacher Staffing Team. At the time of a successful interview, candidates will be asked to provide an official college transcript and (2) professional letters of recommendation.

- **Those who meet our high standards may be offered employment by a member of the Substitute Teacher Office/Human Resources Team.** Offers of employment are contingent upon one being able to:
 - Complete I-9 (Employment Eligibility Verification Form)
 - Complete a Criminal History Disclosure Form
 - [Be fingerprinted](#) (required of all PGCPs employees)
 - Meet all pre-employment requirements
 - Attend a mandatory orientation session.

- Upon completion of the new hire orientation session, the employee will be issued a Prince George's County Public Schools Substitute Teacher Identification Card authorizing them to work at any of the county's schools.

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