

⚠ Frontline Education is closely monitoring the spread and impact of COVID-19. We are here to help! If you are a jobseeker or current employee with questions on the current process or policies, we suggest contacting the district and reviewing the current guidelines as presented by [the CDC](#). If you require technical assistance with applying, [our learning center and support team is available](#).



◀ Our Homepage

Job Search: SEARCH

Baltimore County Public Schools

Featured Jobs

[Special Education Classroom Teacher \(SECONDARY\) - Posted to create candidate pool](#)
[School Counselor K-12 \(Spanish speaking\)](#)
[Deaf and Hard of Hearing \(DHH\) Teacher - Itinerant Teacher](#)
[Deaf and Hard of Hearing \(DHH\) Teacher - To build a candidate pool](#)
[School Nurse - Posted to create a candidate pool](#)

Openings as of 10/14/2021

SUBSTITUTE TEACHER (FY2021-2022)

JobID: 17502

Position Type:

SUB & TEMP POSITIONS - SUBSTITUTE POSITIONS/SUBSTITUTE TEACHER (M0999)

1

[Email To A Friend](#)

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Date Posted:

7/6/2021

Location:

SUBSTITUTES (555555)

Closing Date:

06/30/2022

BALTIMORE COUNTY PUBLIC SCHOOLS

CLASS TITLE: Substitute Teacher

REPORTS TO: School Principal and Temporary Services Supervisor

DEFINITION: In the absence of the regular teacher, provides for appropriate learning experiences for students. Instructs and supervises students in a variety of settings. Maintains a safe and orderly learning environment. Performs other duties as assigned.

EXAMPLES OF DUTIES:

- Meets with and instructs assigned classes at designated locations and times.
- Creates an instructional environment that is conducive to the intellectual, physical, social, and emotional development of students.
- Follows and implements lesson plans and instructions left by the regular teacher.
- Confers with the department head, grade level teacher, or school administrator to resolve questions or concerns about the assignment.
- Follows the rules, policies, and procedures of the Baltimore County Public Schools.
- Assists in supporting and enforcing rules, policies, and procedures.
- Ensures the appropriate use and care of textbooks, instructional materials, facilities, and equipment.
- Maintains academic, attendance, and disciplinary records.
- Maintains the confidentiality of information pertaining to students, parents/guardians/ and staff.
- Conducts oneself in a business-like and professional manner.
- Performs other duties of similar scope and complexity.

Vacancies

Categories **Locations**

[LEAD - CENTRAL OFFICE PROFESSIONAL \(5\)](#)
[LEAD - SCHOOL-BASED LEADER \(7\)](#)
[SUB & TEMP POSITIONS - CONTRACTUAL \(8\)](#)
[SUB & TEMP POSITIONS - SUBSTITUTE POSITIONS \(8\)](#)
[SUB & TEMP POSITIONS - TEMPORARY \(6\)](#)
[SUPPORT - ENTRY LEVEL \(6\)](#)

SUPPORT - FACILITIES POSITIONS (7)
SUPPORT - INSTRUCTIONAL SUPPORT POSITIONS (7)
SUPPORT - OFFICE PROFESSIONAL (13)
TEACH - ELEMENTARY (22)
TEACH - K12 (39)
TEACH - NON CERTIFIED (1)
TEACH - RELATED SERVICE PROVIDER OT PT SLP (7)
TEACH - SECONDARY (45)
TEACH - SPECIAL EDUCATION (18)
TEACH - WORLD LANGUAGES (3)

All Jobs ►

FMLA notice

MINIMUM QUALIFICATIONS:

Education, Training, and Experience (to qualify for Non-degreed Rate of Pay):

Minimum of 48 college credits completed from an accredited college/university or Successful completion of the MSDE ParaPro Assessment with proof of high school diploma or an appropriate equivalent.

Experience working in a childcare or instructional environment preferred.

Education, Training, and Experience (to qualify for Degreed Rate of Pay):

Bachelor's degree from an accredited college or university.

Experience working in a childcare or instructional environment preferred.

NOTE: Preference will be given to candidates with education credentials and experiences aligned to our critical need areas.

Licenses and Certificates:

Maryland Professional Certificate *preferred*. Certificated candidates may be eligible for a higher rate of pay based on the specific assignment and approval by Human Resources.

Knowledge, Skills, and Abilities:

General knowledge of the principals and practices of public education and the Board of Education's rules, policies, and procedures.

General knowledge of instructional techniques, materials, and equipment.

Ability to instruct students and to follow lesson plans and instructions left by the regular teacher.

Ability to follow and enforce rules, policies, and procedures.

Ability to communicate effectively with students, parents/guardians, administrators, and others.

Ability to establish and maintain effective working relationships with students, teachers, and others.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

The work of this class is generally performed in a school environment. Work may require the ability to move within the school and classroom setting.

CONDITIONS OF EMPLOYMENT:

Employment in this position is contingent upon successfully passing a background, DSS, and criminal history check. Employees must have submitted an application for employment to the Office of Temporary Services.

COVID-19 VACCINATION REQUIREMENTS:

Baltimore County Public Schools (BCPS) is committed to providing the highest quality education to BCPS students and staff while ensuring the health and safety of its students, employees, customers, clients, contractors, interns, and other visitors.

SALARY:

Degreed: \$15.39 per hour

Non-degreed: \$11.75 per hour

FLSA: Non-Exempt

This class specification defines the types of duties and level of difficulty of work required of positions in this title. It shall not be held to exclude duties not mentioned nor limit the right of management to assign work to employees.

Application Instructions

Please read and carefully follow the instructions provided below.

Applicants are required to have a completed application on file for employment with Baltimore County Public Schools (BCPS). Each time an applicant applies to a job with BCPS, the application **must be resubmitted**. If an applicant started an application with BCPS in the past and at a later date decides to apply for additional positions, it is the applicant's responsibility to review the entire application and ensure that all data is up to date (for example, the applicant may need to add additional schooling or certifications, an additional work experience, or provide updated references). The applicant must remember to review the entire application each time for accuracy and submit each time for a new or different vacancy.

Professional references must be submitted to complete your application. Examples of professional references include current and former principals, supervisors, managers, mentor teachers and university/college supervisors. **Personal references from colleagues, friends, community members, etc. will not be accepted. Applicants should notify their reference proactively to inform them they will receive a form via email through a MAILBOT email address from Baltimore County Public Schools. Applicants should also inform their reference(s) of the job they are applying to.**

Be sure to account for all periods of employment and unemployment, including student teaching and internship experience, and include names, addresses, and telephone numbers of employers.

Be sure to answer all criminal background questions. If you answer "yes" to any of the criminal background questions you must provide a written explanation. A criminal offense does not necessarily exclude an applicant from employment with BCPS. Factors such as passage of time since the offense, the nature of the violation, and the extent of rehabilitation will be taken into consideration.

Pre-Employment Requirements:

All persons employed by the Baltimore County Public Schools, regular and temporary, are required to be fingerprinted and have a criminal background investigation (State of Maryland, Senate Bill 315, effective October 1, 1986) completed. The fee charged for fingerprinting is \$81.00. An identification card will be issued which must be shown prior to employment.

Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the US.

If you have military experience you will be asked to provide a copy of DD214.

Official transcripts for all higher education must be received prior to contract signing.

Some positions will require employees to undergo a physical examination and/or drug testing.

All newly hired personnel **must** attend a *Badges and Benefits* session.

Additional job verification will be required for salary credit.

Non-Discrimination Statement

The Board of Education of Baltimore County does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, genetic information, disability, or veteran status in matters affecting employment or in providing access to educational programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the Board's nondiscrimination policies should be directed to: EEO Officer, Office of Equal Employment Opportunity, Baltimore County Public Schools, 6901 Charles Street, Building B, Towson, Maryland 21204 (443-809-8937). There is a compliance officer responsible for identifying, preventing, and remedying prohibited harassment concerning students. Complaints of harassment should be directed to the executive director, Department of School Safety and Security, 9610 Pulaski Park Drive, Suite 219, Baltimore, Maryland 21220 (443-809-4360).

Contact Information

Office of Staffing

6901 Charles Street, E Building

Towson, Maryland 21204

Phone: 443-809-8954

External Applicants



[Start an application for employment](#)

[Job Fair Quick Form](#)

[Use passcodes sent to me](#)

[Log in](#) ►

Internal Applicants



Internal applicants only.

[View internal positions](#)

[Submit an internal application/transfer form](#)

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Need Help?

We're here to help! For questions regarding position qualifications or application procedures, please contact Baltimore County Public Schools directly.

For technical questions regarding the Applicant Tracking system, please contact the Applicant Tracking help desk using the Request Technical Help link below.

[Request Technical Help](#) ►

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