

Frequently Asked Questions: Substitutes

How can I become a Hamilton County Schools substitute teacher?

Applicants must complete a classified online application in Search Soft and apply for the substitute job posting to begin the process.

What are the requirements for a substitute teacher?

Substitute teachers who do not have a college degree or at least 48 earned semester or 72 earned quarter hours are required to take and pass a TABE test for language, reading, and math. At the time of testing you will need to bring your original high school diploma, official high school transcript, or GED certification. If you will be submitting a college transcript to confirm degree and/or hours, please keep in mind that it must be an official transcript.

Substitute teachers work at will, but must work the minimum 20 day requirement.

What is the pay for a substitute teacher?

Non-Degreed (Anything less than a four year degree)- \$56.47 per day

Degreed (A four year degree or a four year degree and master's degree)- \$70.00 per day

Certified (Currently possesses a valid state issued teaching certificate)- \$110.73 per day

Certified Long Term (A long term assignment is over twenty days, but less than thirty consecutive student days. In a long term sub assignment, the pay is \$110.73 per day for days 1 through 20. On the 21st day, the pay is increased to \$120.00 per day for days 21 through 30.)

Are substitute teachers eligible for benefits?

HCDE substitute teachers are part-time, no benefit employees.

What is the procedure after applying for the job posting?

Once you have applied to the job posting, your application will be screened and you will receive an email indicating your next steps within three weeks*. Most communication will be conducted via email or by phone, so it is extremely important to keep this information up to date in your application.

When will I be approved to substitute?

Applicants who have been approved and/or have completed the substitute training class* will be contacted through email with a "Request to Hire" that has information on fingerprinting, obtaining a health certification, and completing assigned documents. Once an applicant has successfully completed their on-line documents, obtained a health certification*, passed their background check*, and turned in supporting documents they will be processed and hired as an HCDE employee. Once applicant is processed and hired, an HCDE welcome email will be sent out, along with additional pertinent information.

*Screening times vary.

*Not everyone that applies to be a substitute will be hired.

*There is no charge to attend the training class.

*The health certification form and background check are required and the applicant is responsible for the cost associated with both of the items.