



Substitute Teacher Application Requirements

Charles County Public Schools accepts applications for Substitute Teachers on a year-round basis. If you are interested in Substitute Teaching and meet the minimum requirements listed below, please complete the online application.

For questions, contact the Substitute Help Desk at (301)934-7233 between the hours of 6:30 am – 2:30 pm, Monday – Friday. We can also be reached via email by using the following link: [Substitute Information](#).

Substitute Teacher Rates of Pay (Effective 07/01/2016):

Daily Substitute Teachers	Pay Rate Per Day
Non-Degreed	\$68
Degreed	\$89
Retired Teacher	\$115

Long Term Teachers	Pay Rate Per Day
Degreed (1-60 days)	\$130
Degreed (61+days)	\$175
Retired Teacher (1-60 days)	\$175
Retired Teacher (61+days)	\$200

Eligibility Requirements

Candidates must meet the following minimum requirements in order to be considered for Substitute Teaching positions within Charles County Public Schools:

- At least 18 years of age; (candidates must be out of High School for at least 2 years in order to substitute at Middle and High Schools)
- Documentation of highest degree obtained. Transcripts are required for college degrees. Proof of retirement is required for retiree pay rates.

Online Application Process

- To apply, click this link [Online Application](#) or go to www.ccboe.com. Locate and click on the “Jobs” tab, then click on “Current Openings”. Click on the link named “Temporary/Hourly, Substitute”. Locate the job title named “Substitute Teacher” and click on the “apply” button to the right of the screen to begin your application.
- Please note paper applications are not accepted.
- Three professional reference are required. Each of your references must complete the reference form. An email is generated automatically and sent electronically to the reference of your choice. It is the applicant’s responsibility to follow up with their references for missing forms. (You can view the status of your references’ responses.)

Hiring Process

Once you have three acceptable references, you will be eligible to attend a Substitute Teacher Orientation. All Substitute Teachers must complete the 4-hour orientation course and must successfully complete the Substitute Teacher Assessment. There is no compensation for attending the orientation class. You will be contacted after the orientation to schedule an appointment to complete new hire paperwork and get fingerprinted. There will be a \$25.00 processing fee which must be paid at the time of your fingerprint appointment.