

Substitute Teacher Candidate Pool

Temporary Position

The Howard County Public School System (HCPSS) is one of the leading school systems in Maryland and the nation. Our mission is to ensure academic success and social-emotional well-being for each student in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the supervision of the School Administration, the Substitute Teacher instructs students during the absence of a regular teacher. Substitute Teachers are expected to maintain a professional attitude toward their work and support the mission and goals of the school system.

Substitute Teachers are assigned on an as needed basis and are 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 day (3 hours and 59 minutes or less) or full day assignment and may be daily, or extended assignment.

MINIMUM QUALIFICATIONS

Applicants must meet all qualifications below to be considered for the vacancy.

Education:

- A minimum of an associate's degree or successful completion of 60 college credit hours is required.

ESSENTIAL POSITION RESPONSIBILITIES

The below list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

- Follows the lesson plan(s) left by the teacher and ensure students complete assigned tasks
- Maintains a safe environment
- Uses materials provided by the teacher or other school personnel
- Avoids engaging in or encouraging discussions of inappropriate or non-school related topics
- Becomes familiar with emergency procedures
- Notifies school administration of any unusual incidents which have occurred during the school day
- Leaves information for the teacher concerning the day's activities
- Reports suspected child abuse/neglect per Howard County Public School System policy
- Other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

The below list is a summary of the knowledge, skills, and abilities required for success in this position, not an exhaustive or comprehensive list.

- Ability to communicate effectively with students and staff
- Ability to continue the educational program in the absence of the regular teacher
- Ability to manage student behavior in a positive manner

ADDITIONAL REQUIREMENTS

Working Hours

- Full Day: Follow School's Schedule in Frontline
- Half Day: (3 hours and 59 minutes)

APPLICATION REQUIREMENTS

Only complete applications that include all information and documentation indicated during the application process for this position. Once your application has been submitted, you will not be able to add documentation or make any changes.

The applicant must be eligible to work in the United States. Employment applications are accepted online only. A completed application must include the following

- A copy of an official transcript from an accredited college or university approved by the US Department of Education OR an education evaluation by one of the agencies approved by [Maryland State Dept. of Education \(MSDE\)](#).
- All employment and volunteer history from the past 10 years with no gaps are recommended including employment dates, position held, and name of the supervisor.
- Resumes will not be accepted in lieu of a completed application.

EMPLOYMENT INFORMATION

Compensation

This is a temporary position. Rates of pay may be reviewed on our [website](#).

Benefits

HCPSS offers Sick and Safe Leave for eligible temporary employees. Additional information can be located on the [HCPSS Website](#) for temporary employees.

Pre-Employment Requirements

Professional references will be contacted prior to any offer of employment. Recommended candidates will be required to provide references from current and recent supervisors.

All employees, regular and temporary, must be fingerprinted, have a criminal background investigation completed, and successfully complete the Maryland Employment History Review, pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland. In addition, some positions will require completion of a

physical examination and/or drug testing.

Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the United States. HCPSS participates in E-Verify and does not offer employee sponsorship.

For questions regarding this posting, please contact Temporary Services at temporary_services@hcpss.org.

EQUAL OPPORTUNITY EMPLOYER

Applicants who may require assistance and/or an accommodation during the recruitment process for steps such as completing the application or interviewing should contact Julia Bialeski, Coordinator of Recruitment and Hiring, at julia_bialeski@hcpss.org or by calling (410) 313-5600.

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

Join our award-winning workforce and make a difference in the lives of our students!