

Thank you for your interest in becoming a [Substitute Teacher](#) for Catawba County Schools. To be listed as a substitute, you must have met the established qualifications and completed all the required paperwork.

IN PREPARATION, PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

EDUCATION:

High school education is required.

TRAINING:

2-day Substitute Teacher Training required for Non-Licensed applicants.
(See Training Exemptions below)

APPLICATION REQUIREMENTS:

An [online Substitute application](#) is required by all who are applying to become a Substitute Teacher. You may submit your application at <http://schooljobs.dpi.state.nc.us/>. If you have already submitted a License, Classified, and/or Bus Driver application, you **must copy** that application to the Substitute application. A [signed copy](#) of your substitute application must be returned along with other required paperwork, at the time of the training.

NOTE: Prior to submitting your substitute application, be sure to list the following information in the appropriate application sections:

[Reference Section-](#)

List **two (2) work-related references** (*personal references not accepted*), the company name, and quickest contact number at which the person can be reached. Please notify the people you list as references so that they are prepared for our call.

[Substitute Section-](#)

Choose the **specific schools** at which you wish to substitute.

Do not use the selection "all schools", "all elementary" etc... (*Limit 25 schools*)

Refer to Catawba County Schools' website (www.catawba.k12.nc.us) for a list of schools in our district.

PAPERWORK REQUIREMENTS: **NOTE:** The packet of paperwork is downloadable after registering online for the training. If you qualify for one of the exemptions listed below, contact Tammy Burns/Human Resources.

[Packet of Paperwork-](#) Collected at the training. **Incomplete paperwork not accepted.**

[Substitute Application-](#) **This is an online application (paper applications are no longer available)**

See application requirements listed above. Be sure to **print and sign** your application after you have submitted it. Turn this application in with other required paperwork at the time of the training.

[Driver's License and Social Security Card-](#) **Required.** These items copied at the training.

TRAINING EXEMPTIONS:

Licensed: North Carolina Teachers-

Persons, who hold a current or expired North Carolina teacher's license, are exempt from the training; however, required paperwork must be completed. We will verify your teaching license through the Department of Public Instruction. Call or email Tammy Burns/Human Resources for an appointment, after completing all paperwork.

Licensed: Out-of-State Teachers-

Persons who hold a current or expired out-of-state teacher's license are exempt from the training; however, required paperwork must be completed, along with a copy of your out-of-state teaching license. Call or email Tammy Burns/Human Resources for an appointment, after completing all paperwork.

Retired Teachers (inside Catawba County Schools' district) -

You must complete a six month break in service before applying to become a substitute teacher. Ref: NC Teacher and State Employees Retirement System Booklet. Contact Tammy Burns/Human Resources

Retired North Carolina Teachers (outside of Catawba County Schools' district)-

Retired NC teachers are exempt from the training. You must complete a six month break in service before applying to become a substitute teacher. Ref: NC Teacher and State Employees Retirement System Booklet. If you have completed your six month break in service, complete the required paperwork. Call or email Tammy Burns/Human Resources for an appointment, after completing all paperwork.

Student Teachers-

Persons who are currently student teaching in one of our schools are exempt from the training; however, required paperwork must be completed before substituting. Call or email Tammy Burns/Human Resources for an appointment, after completing all paperwork.

Non-Licensed Substitutes-- \$68 a day.

Licensed--\$88 a day

Tammy Burns, Administrative Assistant/Catawba County Schools/Human Resources

Email: Tammy_Burns@catawba.k12.nc.us

828-464-8333 ext. 223 (Fax) 828-464-0967