

Substitute Application Hiring Expectations

Please review the following checklist to familiarize yourself with the steps of the substitute hiring process and the new hire checklist to track the completion of all requirements for consideration to be a substitute.

Burke County Public Schools hires and processes new Substitute Teachers three times each year.

(1) Fall Semester, (2) Spring Semester, (3) Summer (July/August).

STEP 1: COMPLETE THE STEDI SubSkills TRAINING

All substitute applicants who do not have formal teaching experience will be required to complete the STEDI SubSkills Training.

Upon completion of the SubSkills Training, applicants will receive a certificate of completion. The certificate is a required document when completing an application with Burke County Public Schools.

The assessment is not required if the interested applicant has previous teaching or accepted experience (see below).

ACCEPTED TEACHING EXPERIENCE: (*STEDI SubSkills Training NOT Required*)

- An active or expired North Carolina teaching license.
- Previous teaching experience in an accredited K-12 school or an accredited institution of higher learning in the United States.
- One complete year of previous teacher assistant experience in a PreK or Kindergarten classroom.
- Previous successful completion of the STEDI.org sub-assessment (requires upload of certificate).

***If you have prior teaching or experiences as a Teacher Assistant, SKIP to **STEP 2**!

Directions for SubSkills Training

STEDI.org

1. **Go to stedi.org** and **Log in or Register to Checkout.** (*It is recommended that you create an account first*)
2. **Choose "SHOP".**
3. **Under Packages, select the SubSkills Training Course, then Add to Cart.**
4. **Log in or Register to Checkout.** (*It is recommended that you create an account first*).
5. **Make sure under *Account Information* that you choose Burke County Schools in the DISTRICT dropdown.**

Applicant must score at least an 80% or higher on the final SubSkills assessment to pass. Applicants may contact STEDI with any questions or issues regarding the SubSkills training course or registration by emailing info@stedi.org or by calling **800-922-4693** (M-F, 8:00am - 4:00pm MT).

******Applicants will pay the initial cost of the SubSkills training. They will bring their reciept during the onboarding process for reimbursement.***

STEP 2: COMPLETE AN APPLICATION WITH BCPS

Applicants with prior teaching experience or the completion of the SubSkills training will apply to the BCPS Substitute vacancy posting. The vacancy posting can be found on the BCPS Website or by CLICKING HERE.

Applicants with prior teaching experience will need to show prior experience in either their resume or a letter of interest. These documents must be uploaded with your application.

Applicants that complete the SubSkills training will upload the certificate of completion.

Please ensure that you have included complete and valid reference details. If you have no work related experiences, applicable volunteer experience will be accepted. References cannot be completed by family members, friends, or colleagues.

STEP 3: THE SCREENING PROCESS & ONBOARDING

- Reference Checks
- Interview
- Background Check
- Drug Screen

As applications are submitted, the BCPS HR department will review each application and complete reference checks. Once reference checks have been completed, a member of the HR team will email each applicant. You will sign up for a time slot to schedule a brief interview and begin the onboarding process. Applicants will receive an email to sign up for an interview/onboarding time slot.

During onboarding, applicants will complete a Background Check and a 10 panel Drug Screen. Both of these items will be completed the day of onboarding. BCPS covers the cost for both the Background Check and Drug Screen. For applicants wanting to sub in a PreK classroom and/or at North Liberty School, fingerprinting is required. Fingerprints are sent to a third party for a criminal history review.

Reminder: Bring your receipt for the SubSkills training reimbursement.

Applicants CANNOT begin working in BCPS until they are approved by the Board of Education.

STEP 4: WELCOME to BCPS & NEXT STEPS

- A - BCPS Orientation and Sub Class
- B - BCPS Board Approval
- C - Begin Subbing!

A - After interviews and onboarding, BCPS will host an orientation/class. Orientation will be held at our Central Office and led by the HR staff. The date and time of the orientation will be shared during onboarding. Topics covered include: BCPS Strategic Plan, BCPS Board of Education Policy review, Timekeeper, Red Rover access and account information, BCPS Procedures, and Q&A.

B - Upon completion of the BCPS Orientation and Sub class, your name will be recommended to the BCPS Board of Education for hire.

C - Once approved at the next Board of Education meeting, you are able to begin subbing! Welocme to BCPS!

BCPS TEAM

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