

Gwinnett County Public School System

GENERAL INFORMATION:

Gwinnett County Public Schools have many opportunities for substitute teaching for all grade levels in the school system. Gwinnett County Public School Substitute teachers are employed on an as needed basis and are not eligible for benefits.

HOW TO APPLY:

Complete an application online by accessing GCPSjobs.org.

1. Click on *Careers > Substitute > Apply Now* red button
2. Click on "Substitute - Teacher \$89 per day (Job ID 43984) job posting to apply to the job and fill out all of the information provided.
3. Upload a copy of your college diploma or transcripts showing completion of up to 60 semester hours or 90 credit hours (the usual amount of hours it takes to complete an associate degree), however you do not have to have completed an associate degree to substitute teacher. You can be in the process of getting either an associate or bachelor's degree to substitute teach, as long as you have completed the above required number of hours.
 - a. If you completed your education outside of the U.S. you will have to get your diploma or transcripts validated through **one of the following agencies.**
4. Provide a current or most recent reference. (In your application you must provide the contact information of a former manager or supervisor that GCPS can contact to give you a recommendation to the job.)
5. Submit your application.
6. In step 18 of the application, it provides instructions on how to log on to the free substitute teacher training of the online application. You must complete the training with a score of at least 75%.
7. After completing the online training program, upload a copy of the "Certificate of Completion" to the "Application Materials" section of your employment application.

ORIENTATION

Once your application has been completed and reviewed you will be contacted about attending substitute orientation. At orientation you will fill out onboarding paperwork, background check and fingerprinting which is all done at orientation and free of charge. If your background check and other paperwork comes back as "clean" you will be able to start work.

COMPENSATION:

For substitute teachers Gwinnett County Public Schools pays \$89/day

For extended substitute teacher (more than 10 days in the same classroom) \$99/day

CONTACT INFORMATION:

Gwinnett County Public Schools

Substitute Management Office

Phone: (678) 301-6322

To check application status:

Applicants (A - M): 678-301-6197

Applicants (N - Z): 678-301-6140

Email: substitutes@gwinnett.k12.ga.us

