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## Substitute Teaching

### How to Become a Substitute Teacher

Gwinnett County Public Schools (GCPS) desires to have the best qualified teaching and non-teaching substitutes to serve the students of our school district.

### Requirements

Substitute teachers are needed for all grade levels and subject areas. Substitute teaching candidates must complete an online application and have a minimum of 60 semester or 90 quarter hours from a Professional Standards Commission (PSC) approved college or university. Substitute employees are required to be fingerprinted and have a criminal record check.

Substitutes employed in Gwinnett County Public Schools work on an as-needed basis, are not required to accept work assignments, are not guaranteed hours, and are not eligible for benefits. However, substitutes are reasonably assured to have the opportunity to work in the school system when schools are in session.

#### Step 1 – Complete an Online Application

#### Step 2 – Upload Required Documents

- A copy of your college diploma or transcripts (on school letterhead) showing completion of at least 60 semester or 90 quarter hours from a regionally accredited college or university.

- A copy of the GCPS Substitute Teacher Training Program Certification of Completion with a composite score of at least 75%. If you hold a valid or expired professional teaching certificate, or you have completed a practicum or student teaching in Gwinnett County, you are exempt from the GCPS Substitute Teacher Training Program.

*\*Instructions for completing the GCPS Substitute Teacher Training Program are outlined in the online application.*

#### Step 3 – Monitor Application for Completion

Your application is complete when Steps 1 & 2 are satisfied and a supervisory Reference Survey has been received.

### APPLY NOW!

#### Substitute Compensation

Substitute salary schedules are available through the [Compensation Center](#).



*Gwinnett County Public Schools wishes to meet the needs of all of its students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact the principal of your local school.*

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**Gwinnett County Public Schools** { [View on Map](#) }

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**Envisioning a system of world-class schools.**

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