

**SUBSTITUTE TEACHING**



Kanawha County Schools will accept substitute teacher applications from individuals who are qualified by having a current West Virginia educator's license or who have recently completed a teacher preparation program, including student teaching, and have recommendation for licensure and are waiting for the current license to arrive. Persons desiring to become substitute teachers may apply by following these procedures:

1. Complete a substitute teacher application [View job postings](#)
2. Completion of the Teacher Insight Assessment, which is available as part of the online application process. Teacher Insight is an important component of the employment application and is a requirement for an instructional applicant.
3. Transcript(s), copy of PPST/PRAX/PLT test scores and three [Professional References](#) listed on your application submitted to:

**Human Resources - ATTN Substitute Teacher Employment**  
 Kanawha County Schools  
 200 Elizabeth St.  
 Charleston, WV 25311

4. Complete an interview conducted by the Human Resources Department
5. Be fingerprinted, complete a post offer drug test, and health clearance

**Additional Information**

Salary: AB\$117.26 AB15\$120.30  
 MA\$127.37 MA15\$130.42 MA30\$133.46 MA45\$136.50 PHD\$140.64

Refusal to accept substitute assignments will result in having your name removed from the automated substitute management system.

Your ID picture will be taken in the Human Resources Office when your orientation is completed.

**Frequently Asked Questions**

- [I have a college degree but not in education, can I substitute teach?](#)
- [I want to teach in the adult education classes; is this possible?](#)
- [Can anyone with a four year degree become a substitute?](#)
- [How many days as a sub do I need to work in a school year to get credit for a year of experience?](#)
- [Do I qualify for benefits as a substitute teacher?](#)

Only after you have continued to be in the same position for 90 days or more you may qualify for health insurance.

[Do I have to be employed as a substitute teacher before I can bid on a full time position?](#)

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