

Tools/Forms

Prince William County Public Schools / DEPARTMENTS / Department of Human Resources / Substitute/Temporary

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- [A-](#)
- [A+](#)

SUBSTITUTE/TEMPORARY

Substitute Application Instructions

Interested candidates must submit ALL of the following documents in order to be considered:

- A completed PWCS Substitute/Temporary **Application**, dated within the last 12 months;
- Professional References from recent/current supervisor(s);
- Certificate of completion of the **Child Abuse and Neglect Training**; and
- Copy of official or unofficial transcript(s) reflecting completion of 60 or more college credit hours.
- OPTIONAL: If you hold a current Virginia teaching license or have retired from PWCS and have an expired VA teaching license, please provide a copy of your license.

Once all application documents are received, the office of Substitute and Temporary Employment will review the application and conduct a background check. Partial application packages will not be reviewed.

Although it is not required at the time the application is submitted, candidates may wish to obtain a negative medical Tuberculosis (TB) test result dated within the last 12 months. A hard copy of the TB verification is required at the time of fingerprinting.

Click [here](#) for full substitute application process.

Click [here](#) for information on **Food and Nutrition Services Substitute** positions.

Apply Now!

FY 2016-17 Substitute Rates of Pay

- Degreed Substitute Teacher (Bachelor's degree or higher) \$96/day or \$48/half day
- Non-Degreed Substitute Teacher (60+ college credits) \$85/day or \$42.50/half day
- Substitute Teacher Assistant positions are paid \$10.20/hour for general education and \$11/hour for special education

Per PWCS Regulation 511-07.01, candidates for substitute employment must have completed at least 60 college credit hours or an associate's degree to be considered for Substitute Teaching positions.

Temporary Employment Application Process

Candidates are required to apply to the individual position of interest at <https://jobs.pwcs.edu/Jobs/> . A complete application includes professional references from recent/current supervisors and a copy of official or unofficial transcript(s) when applicable.