

Substitute Teaching for WCPSS

AESOP Profile Renewal and Intent to Substitute Teach Forms Now Available

[AESOP Profile Renewal and Intent to Substitute Teach Forms](#) for 2011-12 are now available for download.

Substitute Application Requirements

1. [Application for Employment](#)
2. Two (2) confidential professional or volunteer, supervisory references (Please note that references from friends, neighbors or co-workers will not be accepted.)
3. Transcripts showing sixty (60) hours of college credit or a letter of recommendation from a Wake County principal or assistant principal (must have a high school or GED diploma) or providing a copy of the Substitute Effective Teacher Training (SETT) certificate.

[AESOP System](#)

[Employment Application](#)

Questions?

E-mail the [Substitute Teachers Team](#) or call the Substitute Employee Management System help desk at 919-858-1758.

The Application Process

1. Complete the employment application. If you have a current-active application on file with Wake County Public School System you may have it cross-referenced for substitute teaching by contacting the Substitute Office (919-858-1758).
2. Complete applications are reviewed, confidential reference checks and criminal background checks are conducted on applicants.
3. If approved for employment as a substitute teacher, the applicant is invited by letter to a New Substitute Teacher Orientation and sent a N. C. health certificate, I-9, payroll direct deposit and tax forms.
4. Upon completion of orientation, submission of the N. C. health certificate and other forms, the new substitute teacher will be keyed into the AESOP. Then the new substitute teacher may register as a new user and receive their PIN and begin substitute teaching.

Rates Of Pay

The most current [pay scales](#) for [substitute teachers](#) are in our [Salary Schedules](#) section of the Website.

Info for Current Substitute Teachers

[Tax forms, pay dates, benefits information](#) and more information from Compensation Services.



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2011-12 Substitute Teacher & Substitute Bus Drivers Daily Rates

Currently or previously licensed teachers	\$90.00
Substitutes who have one of the following : <ul style="list-style-type: none">• Completed Substitute Effective Teaching Training (SETT)• completed student teaching• post-baccalaureate degree (copy of transcript(s) required)• degree in Early Childhood Education (copy of transcript required)• completed summer NC Teach program and have taken Effective Teacher Training (letter required)	\$79.00
Non-licensed substitutes who meet the minimum requirements or have a bachelors degree	\$69.00
Teacher Assistant as Substitute <p>This rate is only for Regular and Special Education TAs substituting for their teachers. Not applicable during the Summer break or tracked out days. (Special Program TAs may only sub for Special Program teachers.)</p>	\$141.54

Additional Information

- Substitutes who substitute for special education teacher assistants are paid the daily rate for which they qualify.