



Chesterfield County Public Schools  
Innovative. Engaging. Relevant.

**CHESTERFIELD COUNTY PUBLIC  
SCHOOLS**  
invites applications for the position of:

## **Substitute Teacher 2021- 2022**

### **SALARY:**

### **OPENING DATE:**

06/17/21

### **CLOSING DATE:**

Continuous

### **GENERAL DESCRIPTION:**

Please note these are "CONTINUOUS RECRUIT POSITIONS" for the 2021-2022 school year to build an applicant pool. As positions are available, all qualified applicants with complete applications will be considered. Current substitutes do not need to re-apply.

#### **SUBSTITUTE TEACHER: (Pay Rate is \$87.55 per day)**

Assumes responsibility of all aspects of classroom instruction, assessments and behavior management on a short term or long term\* basis. Implements teacher created lesson plans or works collaboratively with a team of educators to generate lesson plans and provide differentiated strategies to instruct students at all levels in all content areas. Subjects, grade levels and school locations will vary based on the assignment.

### **ESSENTIAL JOB FUNCTIONS:**

- Follows lesson plans submitted by the regular classroom teacher.
- Ensures classroom management.
- Serves appropriate duty assignments.
- Leaves appropriate documentation for the teacher.
- Performs other duties as assigned by the school.

### **QUALIFICATIONS:**

A complete application for Substitute Teacher must include which can be attached by uploading a PDF or document to the application:

- Proof of high school diploma or GED (to be considered for long term\* assignments a bachelor's degree is required)
- One professional letter of reference

## REQUIREMENTS:

Applicants must be at least 18 years old. Must possess a high school diploma or GED equivalent. Long term substitutes must have a bachelor's degree or higher.

If you did not attach required documents to application, then additional paperwork such as transcripts or reference letters should be emailed to [jamal\\_thompson@ccpsnet.net](mailto:jamal_thompson@ccpsnet.net)

Applicants considered for employment must successfully complete the following background investigations/tests:

- Federal Bureau of Investigation (FBI) Criminal History Investigation
- State Police Criminal History Investigation
- Child Protective Services (CPS) Investigation
- Tuberculosis Screening/Test

*Chesterfield County Public Schools assures Equal Employment Opportunities for employees as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, the administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position and does not imply an employment contract.*

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://mychesterfieldschools.com>

Position #07592  
SUBSTITUTE TEACHER 2021-2022  
JT

P.O. Box 10  
Chesterfield, VA 23832  
+1 (804) 748-1984

[hr@ccpsnet.net](mailto:hr@ccpsnet.net)

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## Substitute Teacher 2021-2022 Supplemental Questionnaire

\* 1. Do you have a High School Diploma or equivalent GED?

- Yes  
 No

\* 2. Have you ever been convicted of a felony?

Yes No

\* 3. Have you ever been convicted of an offense involving the sexual molestation, physical or sexual abuse or rape of anyone?

 Yes No

\* 4. Have you ever been the subject of a founded case of child abuse and/or neglect?

 Yes No

\* Required Question