

Guidelines for Hiring Long Term Substitutes

Candidates for long term substitute teacher assignments may be identified by schools, subject area offices, Office of Temporary Services, and/or assigned Personnel Hiring Officers. Regardless of the source of identification, it is most important to consistently follow approved procedures when hiring long term substitute teachers.

To be eligible for employment as a long term substitute teacher, candidates must:

- be at least 18 years of age
- have an application on file in the Office of Temporary Services,
- possess a valid BCPS fingerprinting card
- be a graduate of a high school or accredited two or four year college.

The approved procedures for hiring long term substitutes are as follows:

Requesting principal or designee contacts the Office of Temporary Services (OTS) with the name of a candidate for approval or to obtain a list of substitute teacher candidates to interview.

The school's SEMS operator assigns the Long Term Substitute to the vacant job within SEMS.

A "**Long Term Substitute Employment Information**" form is completed at the beginning of the assignment by the school and distributed as follows:

Page 1 (White) is sent at the beginning of the Long Term assignment to the Office of Temporary Services. The Office of Temporary Services will send the information to the Office of Payroll.

Page 2 (Green) and **Page 3** (Yellow) are held by the school until the end of the assignment. When the assignment is completed, these forms are sent to the Office of Temporary Services with the Termination Date and the evaluation section of the form completed.

Page 4 (Pink) is held by the school principal for the school record.

Page 5 (Goldenrod) is given to the substitute teacher for his or her record.