



HUMAN RESOURCES

Department Website

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Office of Personnel

Ask the Experts

Frequently Asked Questions

For questions regarding Certification click here

- **Are there positions available for the current academic year?**  
*Please refer to the [current available openings](#), or contact the Department of Personnel.*
- **How can I become a substitute teacher for Baltimore County Public Schools?**
  - Complete the Substitute Teacher Application online at <https://www.bcps.org/apps/hiring/>. Select "Substitute Teacher" from the list of positions for which you can apply at the top of the application.
  - Print the confirmation page that you receive upon successful completion of the Substitute Teacher Application and follow the steps on the confirmation page to complete the application process.
- **Is there any cost for fingerprinting?**  
*Yes, the cost is \$75.00*
- **Do I have to be available to substitute at all schools and all grades?**  
*Substitute teachers choose where and when they work.*
- **How much do you pay substitutes?**  
*Effective January 21, 2010, the pay rate for degreed substitutes is \$84.58 per day and \$114.78 per day for a long term assignment. The non-degreed rate is \$66.45 per day and \$84.58 per day for a long term assignment. "Long term" means 10 consecutive days or longer in the same assignment without interruption of service.*
- **How do the schools know that I am available?**  
*A profile is created for all new substitute teachers from the application submitted. Once the substitute registers with SFE, he/she will be available to accept positions. As absences and vacancies are created by teachers or school personnel, the SFE automated system calls substitutes whose profile matches the needs indicated. Once hired by the Office of Temporary Services, you can visit schools that you are interested in working for to inform the administrative office that you are available and request to be placed on the school's priority list.*
- **Who will contact me about jobs?**  
*SFE, SmartFindExpress, is an automated calling system. SFE will contact you when your profile matches the needs of an assignment. Also, schools may contact you to pre-arrange assignments.*

For further information, please contact the Office of Temporary Services at (410) 887-8954.

ASSORTED LINKS

- Directions to our Office
- FAQ's